



# **software user guide**

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### Acknowledgements

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## To the Reader

Welcome!

Thanks for trying and/or buying Nitro. We hope you get a lot of value from it, and we hope this user guide explains the many, varied and powerful features in Nitro. The Portable Document Format (PDF) has come along way over the past few years and truly is the standard for reliable electronic document exchange these days.

If you're just trying out the product then we hope you'll enjoy the experience of creating, editing and sharing PDFs on a regular basis with your clients and colleagues for the first 30 days. When trialling Nitro, we highly recommend doing it with a group of users — that's the best way to see how useful PDF can be in your workplace.

Like most user guides this is not a book you read from start to finish, there are more than a dozen sections, with each focusing on a different aspect of Nitro. Use the bookmarks (to the left) and the table of contents to get a quick idea of the content in the guide. If you're after something very specific then just use Nitro's built in search.

We've tried to cover as much as we could in the user guide, but if we have missed something you think is important, head to the Nitro web site and either contact the Nitro team, or post your questions on the user forum.

Thanks again, and enjoy!



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# About Nitro PDF

[What is Nitro PDF Professional?](#)

[What is the goal behind Nitro?](#)

## What is Nitro PDF Professional?

Nitro PDF Professional is an affordable, fully-featured PDF creation and editing product. For just \$99, Nitro PDF Professional gives you full control over PDF documents, including commenting, form-filling and authoring, digital signatures, text editing, one-click creation from Microsoft Office, and more.

- **Make.** Nitro PDF Professional makes PDF creation effortless. Create a PDF from within any of your favorite applications, and enjoy one-click PDF creation from within Microsoft Office.
- **Comment.** Nitro PDF Professional lets you give and receive feedback in familiar, straightforward ways — use sticky notes, highlighters, draw freehand scribbles and more.
- **Secure.** Working with Nitro PDF Professional lets you control what others can and can't do with your work. Turn editing, printing and copying on or off, or set an access password on any PDF you create.
- **Compile.** Nitro PDF Professional lets you package lots of different files into one convenient bundle to send to other people, without having to worry about how your recipients' computers are set up.

## What is the goal behind Nitro?

PDF documents are now ubiquitous — most people deal with them every day in one form or another. But only a small fraction of those people are in a position to take full advantage of everything that PDF has to offer — things like collaboration, security, forms, and even the simple act of creating a PDF. Every Nitro PDF product is designed from start to finish to give people access to that potential; and so we build every Nitro PDF product to be affordable, easy to use and most importantly, to include all the features people need and want.

- **Affordability.** An affordable product gives you something you want for a price you're willing to pay. We feel that the majority of PDF software on the market today fails that test — and if we want to get people really using PDF, then we need to start by providing truly affordable PDF software. Giving people full access to standard PDF functionality for only \$99 (with Nitro PDF Professional) is a start.
- **Usability and support.** We feel that the second big obstacle that presently keeps the full benefit of PDF out of most people's reach is usability and support. If a product is too complex or hard to figure out, or if you can't get help when you need it, then you won't be able to use it no matter how good it is. For this reason, usability and dependable product support are at the core of what we think Nitro PDF should be about.
- **Community involvement.** The people who buy our products are the people who put food on our plates and geeky toys on our desks. For that reason, we think it's critical that we listen to what you think of our products, our support and our service. So if there's something you wish we were doing, or you like what we do but you think we could be doing it better, feel free to sound off. Please find our contact information at: <http://www.nitropdf.com/desktop/contact.asp>.



# About PDF

Why has PDF been so successful?

PDF and the information worker

## Why has PDF been so successful?

PDF has succeeded because of its:

- **Portability.** Small in size and self-contained.
- **Reliability.** Virtually anyone on any computer system can view.
- **Accuracy.** Look and print the same on any computer.
- **Openness.** Anyone can develop tools to create and edit documents.

## PDF and the information worker

PDF is the ideal format to standardize on. A typical information worker works in government agencies or in industries such as law, finance, marketing, publishing and pharmaceuticals, and needs to maintain high quality work while reducing the time to complete tasks and projects. The PDF format ensures documents are exchanged reliably, securely and accurately. Key requirements include:

- Sharing documents reliably first time
- Reviewing documents faster in teams.
- Controlling access to and changes made to documents.
- Ensuring related documents are kept together.
- Making documents usable and intelligent.

# Getting Help Using Nitro

[Getting help information](#)

[Using the help guide](#)

[Getting technical support](#)

[Getting help with PDF](#)

## Getting help information

To get help using Nitro online, visit the [support section](#) of the Nitro PDF web site. The section includes an online product manual, a support section for registered users, and a discussion forum where the Nitro PDF staff and users come together to help each other get the most out of Nitro PDF Professional.

- **Nitro PDF Forums.** The forums are available for everyone to [discuss Nitro PDF](#) products, share advice, seek support advice, etc.
- **Priority support.** All registered Nitro users get full 14-day e-mail support to get you up and running.
- **Extended support.** To get extended support from the Nitro team, subscribe to ongoing support.

## Using the help guide

The Nitro PDF Help Guide is available in both printed form and as an online PDF document. If you are reading the printed help guide, visit <http://www.nitropdf.com> and download the Help Guide PDF file. Advantages for using the online guide include:

- **Quick search.** Use the Nitro PDF search tools to quickly find an item of specific interest.
- **Quick topic searches.** Use the bookmarks pane and click on a bookmark name to quickly jump to a topic of specific interest.
- **Hyperlinking.** Click on any blue text and quickly jump to a related topic.

## Getting technical support

When neither the help guide nor the Nitro PDF Forums provide answers to your questions, visit the technical support page at <http://www.nitropdf.com/desktop/support.htm>. On the Nitro PDF web site you can find contact information for tech support contacts

## Getting help with PDF

As a worldwide standard in many industries, PDF is a frequent topic of discussion by users, industry leaders, experts, and developers. The central source of information related to all aspects of PDF can be found at Planet PDF (<http://www.planetpdf.com>). On the Planet PDF web site you'll find articles, tips, and forums related to PDF development and usage. Plan to make periodic visits to the web site to stay informed with current developments in PDF technology.



# Getting Started with Nitro PDF

[Looking at the work space](#)

[Looking at the key tools](#)

[Using context menus](#)

[Using the Organizer](#)

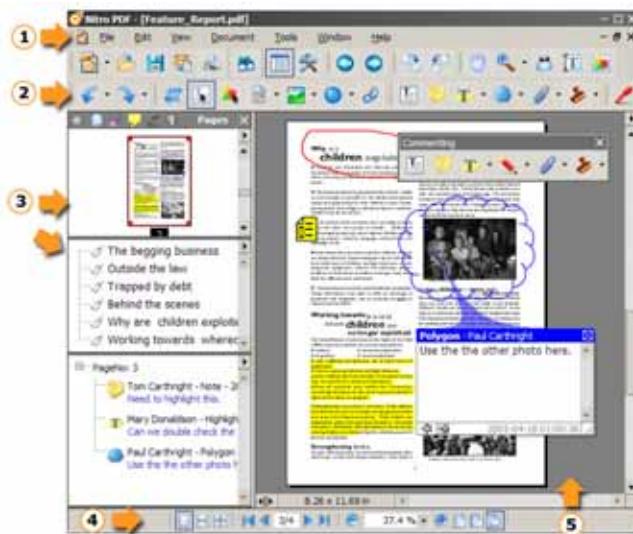
[Using the Status bar](#)

[Using the Grid](#)

## Looking at the work space

Nitro PDF works like most document viewing applications. There's a menu and toolbars along the top, and a status bar along the bottom.

- **Menu.** Gives you access to all the commands in Nitro.
- **Toolbars.** Gives you quick access to the tools you'll use regularly.
- **Navigation panel.** Gives you easy access to all pages, bookmarks, comments, document properties and digital signatures within the document being viewed.
- **Status bar.** Gives you all the paging controls for navigating and viewing pages.
- **Document panel.** Displays the documents open in Nitro.



Nitro workspace. 1. Menu bar 2. Toolbars 3. Navigation panel 4. Status bar 5. Document panel

## Looking at the key tools

To get up and running with Nitro quickly, it's useful to understand some of the key toolbar tools you'll need to do the basics — like changing the view, navigating and adding comments.



**Hand.** The default tool for Nitro. The Hand tool is there to make moving around the page easier. You simply click on the page and drag to move around. Also, use it to select and edit your comments.



**Zoom.** The zoom tools let you adjust the view of your documents.



**Select Text.** Lets you select text, which you can then copy, highlight, etc.



**Notes.** The notes tools let you add text boxes to the page, or sticky note-style notes that appear in front of page content.



**Highlighting.** The text markup tools let you highlight text and then add review comments.



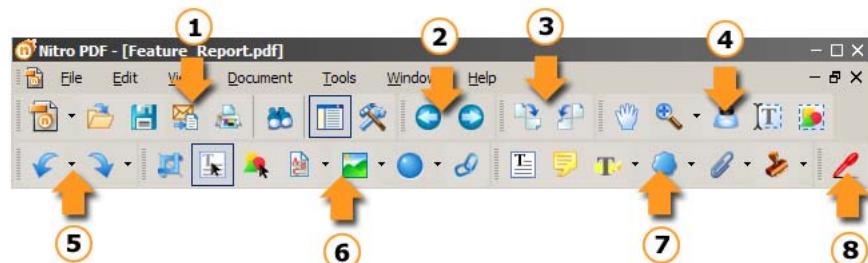
**Navigation panel.** This tool opens the Navigation panel down the left side of Nitro so you can access all pages, bookmarks, comments, document properties and signatures.



**Preferences.** Lets you adjust Nitro's preferences to your preferred way of working.

## Using the toolbars

The toolbars contain all the tools you'll commonly use.



Nitro toolbars 1. File 2. View History 3. Rotate View 4. Basic 5. Edit 6. Advanced Edit 7. Commenting 8. Digital Signatures

### File

Contains the essential tools for managing your PDFs. Includes, Create, Open, Save, Email, Print, Search, Navigation Panel and Preferences tools.



### View History

Works like the Back and Forward buttons in a web browser. The buttons let you move backwards and forwards between each change in view you make when looking at a PDF document.



## Rotate View

Lets you rotate the pages in the PDF you're viewing.



## Basic

Contains the key tools for using, viewing and copying PDF documents. They include Dynamic Zoom, Zoom In, Zoom Out, Loupe (zoom), Select Text and Select Object tools.



## Edit

Lets you undo and redo the changes you make to documents.



## Advanced Editing

Contains tools for editing pages, text, objects and forms. Includes Crop, Edit Text, Edit Object, Watermarks, Clip Arts, Forms (Button, Checkbox, Radio Button, Combo Box, List Box, Text Field, Signature) and Link tools.



## Commenting

Contains all the tools for adding pop-up notes, marking up text, and adding drawings. Includes Text Box, Note, Highlight, Cross Out, Underline, Pencil, Eraser, Rectangle, Oval, Line, Polygonal Line, Hammer, Polygon Cloud, Attach File, Attach Sound and Stamp tools.



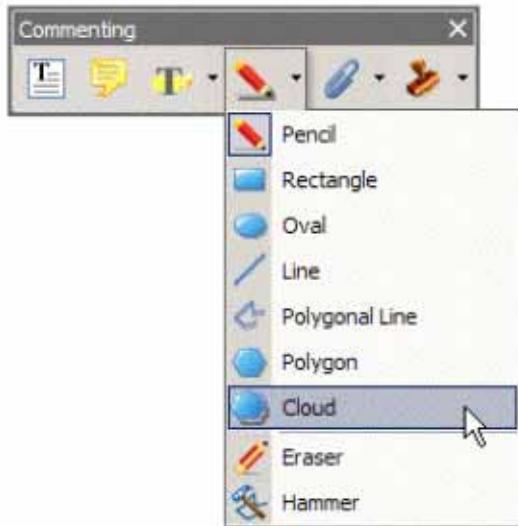
## Digital Signatures

Lets you add digital signatures to the pages of your documents.



## Accessing extra toolbar tools

Some toolbar buttons contain related tools that aren't displayed on the default toolbar. For example, there are many commenting and drawing tools not displayed by default. You can tell when there are additional, related tools when an arrow appears to the right of the tool on the toolbar.



To access the extra toolbar tools: 1. Left-click on the arrow to the right of the tool. 2. Select the tool to switch to from the drop down list.

## Using context menus

Nitro includes support for context menus (or right-click menus), giving you quicker access to features that relate to the tool you currently have selected from the toolbars. For example, if you had the Select Text tool selected and you had highlighted some text on the page, the context menu would include options to copy the text, highlight, add a note, add a bookmark, and so on. Below are some common uses for the context menus.

- **Convert to PDF.** When outside of Nitro, right-click on files to convert them.
- **Navigate.** When using the Hand tool in Nitro, use the context menu to navigate easily between pages.
- **Text.** When using the Select Text tool in Nitro, use the context menu to copy text, highlight and cross it out, and so on.
- **Drawings and comments.** When using drawing and comment tools, use the context menus to reply and modify the appearance of your pop-up notes.



After highlighting text, open a context menu and select a menu command.

## Using the Organizer

The Organizer gives you a convenient, centrally-located place for setting preferences and the default properties of tools, and is where you can manage your stamps, clip art, watermarks, bookmarks, and links.

The Organizer can be set to display in different modes to quickly hide it (Roll Up and Drop Down modes), or left floating above the page (Dock mode). Individual panels or palettes in the Organizer can be undocked from the main Organizer window.



### To open the Organizer:

1. Do any of the following:
  - Select the Preferences  toolbar button, and then select the Organizer tab.
  - Press F7.
  - Choose View > Organizer Panel > Show/Hide.

## To close the Organizer:

1. Do any of the following:
  - Press F7.
  - Choose View > Organizer Panel > Show/Hide.
  - Click the Close  button in the top-right corner of the Organizer window.

## To change the Organizer display mode:

1. Do either of the following:
  - Choose View > Organizer Panel, and then select Roll Up, Drop Down or Dock.
  - In the top-right corner of the Organizer, click the  button to cycle through and set the Roll Up , Drop Down , and Dock  modes.

## To undock a panel from the Organizer window:

1. In the top-right corner of the Organizer, click the Pop Out  button.

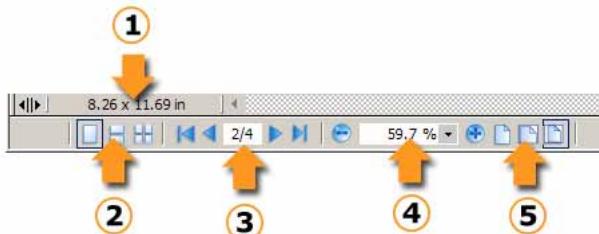
## To redock a panel to the Organizer window:

1. In the top-right corner of the undocked Organizer panel, click the Stitch  button.

## Using the Status Bar

The Status bar includes a broad set of paging controls for navigating and viewing pages.

- **Page dimensions.** Shows the height and width of a page and can be displayed in inches, millimeters and points.
- **Page display mode.** Has three modes. Single-page  treats the document as though it were a series of pages you move through. Continuous  and Continuous Facing  — work like the document is one large page that you scroll through.
- **Paging controls.** Displays which page in the document you are currently viewing. First Page  returns to the start of the document. Previous Page  moves back one page. Next page  moves forward one page. Last page  goes to the end of the document. Typing a page number in to the field will go directly to the page.
- **Zoom controls.** Includes Zoom In  and Zoom Out  buttons to zoom one level at a time. Or, go directly to a zoom level by entering it in the box or selecting from the drop down list. The zoom level can be between 12.5% to 1600%.
- **Fixed page views.** Has three commonly used pages views. Actual Size  displays the page at its real size, or 100% zoom level. Fit Width  makes the width of the page fill the width of the Document panel. Fit Page  makes the whole page fit within the Document panel view, forcing both the page width and height within the area



Nitro Status bar 1. Page dimensions 2. Page display mode 3. Paging controls 4. Zoom levels 5. Fixed page views

## Using the grid

With Nitro you can use the grid to move and realign objects and form fields on the page. It's also useful when resizing, when you want to maintain the same proportions.

**To turn on the grid, do either of the following:**

- Choose View > Grid and View > Snap to Grid.
- Press Control + U.



View Menu

**To snap objects to the grid, do either of the following:**

- Choose View > Grid and View > Snap to Grid.
- Press Shift + Control + U.



# Viewing Document Properties

Opening the Properties panel

Viewing Document information

Editing document display properties

## Opening the Properties panel

The document properties let you quickly find out more about a PDF — where it came from, how it was produced, how it will display when opened, what security controls it includes, and much more. All the properties, except for the font information, are centrally located in the Properties panel.

### To open the Properties panel:

1. Open the left panel by one of the following:
  - Select the Show/Hide Document Panel  toolbar button.
  - Choose View > Navigation Panel > Properties.
  - Use the F6 or F10 shortcut key.
2. At the top of the panel, click the Properties  icon.



The Properties panel

## Viewing Document information

The document summary information fields in Nitro are useful for users who want to know more about a document, and they're particularly useful for indexing your documents. These fields can be used to help categorize documents, and can help narrow down search results from search engines and from indexes built in Nitro.

With Nitro you can edit the document title, author, subject and keyword fields as well as add your own custom metadata fields. The summary fields include:

- **Author.** Editable information field used to display the document author.
- **Subject.** Editable information field used to categorize the document.
- **Keywords.** Editable information field used to categorize the document.
- **Base URL.** Details the base URL for Web links in the PDF.
- **Creator.** Details the application the PDF was created from.
- **Producer.** Details the program used to create the PDF.
- **Optimized.** Details whether the PDF is optimized for use online. Documents load faster, page by page online, when optimized.
- **PDF Version.** Details what version PDF has been created. The version is determined by the PDF specification. Nitro can make PDFs that adhere to the 1.3, 1.4, or 1.5 PDF specifications.

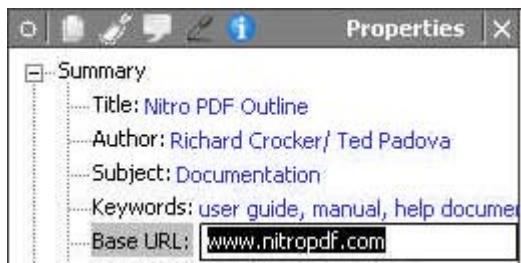
- **Number of Pages.** Details how many pages the document contains.
- **Custom Defined Fields.** Unlimited fields that can be used for customizable categorization.

## Editing Summary information

Five fields are editable in the SummaryText you type in the field boxes are searchable when you create a search index. To edit a field and add your own custom Document Summary information:

**note** PDF versions relate to PDF compatibility. If you exchange files with users of different versions of Adobe Reader, you'll want to deploy files compatible with the version of the Reader program used by recipients of your files. PDF 1.3 is compatible with Acrobat 4, PDF 1.4 is compatible with Acrobat 5, and PDF 1.5 is compatible with Acrobat 6.

1. Click the cursor on one of the editable fields (Title, Author, Subject, Keywords, or Base URL).
2. Type the text in the text box you want to appear as your summary data.
3. Press Enter or the Num Pad Enter key to register the new text.



## Editing Custom Defined Fields

Custom Defined Fields enable you to add custom data you can also search in a search index file. To add a Custom Defined Field:

1. Double click the text marked *Double click to add new item.*

2. Type the custom data you want in the text box.
3. Press Enter or the Num Pad Enter key to register the new data.
4. Double-click again on the *Double click to add new item* text to add another field.
5. Type another line of data in the text box.
6. Press Enter or the Num Pad Enter key to register the name.
7. To delete a custom field, click a field you added and click the Delete button.



If making several edits on PDF documents, using Save

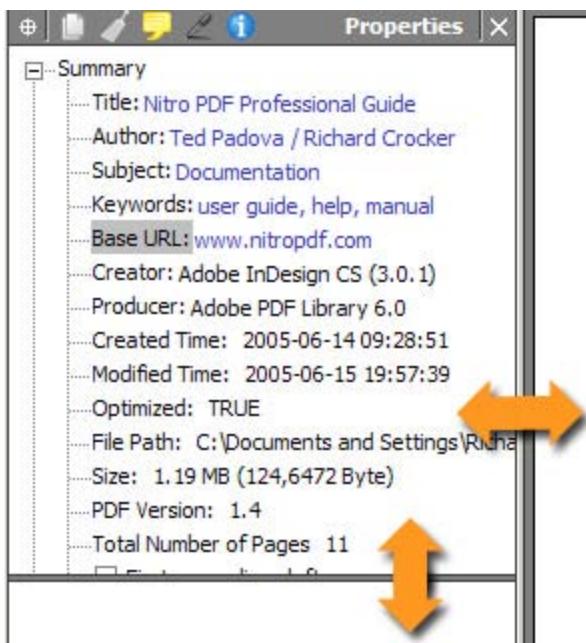
As and rewriting a file reduces the file size.



## Adjusting Property panel views

Any panel in the Navigation panel can be stretched open or closed down to show more or less information. If you open the Properties panel and you cannot see all the information in the panel, you can open the view to show all data. To adjust the panel view:

1. To stretch the panel vertically, click the horizontal separator bar and drag down to open the panel more (conversely drag up to reduce the vertical size).
2. To widen the panel, click the vertical separator bar and drag to the right (conversely drag left to make the panel narrower).



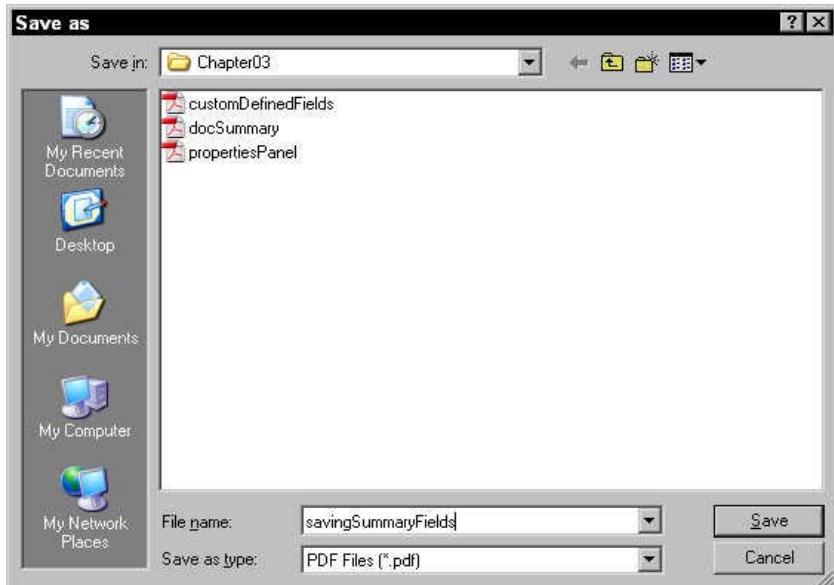
Properties Panel

## Saving Document Summary information

The data you type in the Document Summary fields and the Custom Defined Fields can be saved with your PDF file. Anyone opening the file can view and search the data. To save the metadata added to the summary fields:

1. Add some data to the summary fields (See [Editing Document Summary information](#)).
2. Select **File > Save** or **File > Save As** to write a new file. If using **Save As** the **Save As** dialog box opens.
2. Type a name in the **File name** text box.

3. Click Save.



## Editing document display properties

PDF documents can be set to display in particular ways when open in a viewer. For example, if your document contains bookmarks and you want them to be easily accessible, you can set the document to open with the Bookmarks panel already displayed. You can also set your PDF so it's displayed at a particular zoom level, at a particular page, and so on. In Nitro these settings are all controlled in the Properties panel.

- **Show.** Sets which panel is displayed by default. The Bookmarks panel, Pages panel, or no panel.
- **Go to Page.** Specifies at which page to open the PDF
- **Layout.** Sets the page mode to open with, Single-page, Continuous-page or Continuous-facing page. Single-page treats the document as though it were a series of pages that you move through. The other modes work more like the document is one

large page that you scroll through (like a web page).

- **Zoom.** Sets default magnification level. Choose from zoom %, or choose the Fit Page, Fit Width and Fit Height settings.
- **Window Caption.** Sets what is displayed in the title bar of Nitro. Either the file name or the document title field.
- **Hide Menu Bar.** Stops the menu (the Menu Bar) from appearing.
- **Hide Toolbar.** Stops all toolbars from appearing.
- **Hide Window Controls.** Hides left panel and status bar.

#### To open the Properties panel:

1. Open the left panel by one of the following:
  - Select the Show/Hide Document Panel  toolbar button.
  - Choose View > Navigation Panel > Properties.
  - Use the F6 or F10 shortcut key.
2. At the top of the panel, click the Properties  icon.

#### To set Initial View properties:

1. In the Properties panel, go to the Initial View section and set any of the following:
  - Set the panel to be displayed by default.
  - Set the page to open the file at.
  - Set the page layout. Default, single or continuous.
  - Set the default magnification level to display the document at.

# Viewing & Navigating Pages

Using the Navigation panel

Splitting the Navigation panel

Using the Pages panel

Navigating with the Bookmarks panel

Navigating with Links

Using navigation tools

Using zoom tools

Rotating page view

Using Full Screen mode

## Using the Navigation panel

The Navigation panel appears down the left side of Nitro and gives you a central place to access all pages, bookmarks, comments, document properties and digital signatures within the document being viewed.

### To open the Navigation panel:

1. Do any of the following:
  - Select the Show/Hide Document Panel  toolbar button.
  - Choose View > Navigation Panel > Show.
  - Use the F6 shortcut key.
2. The Navigation panel opens on the left side of the Nitro window.



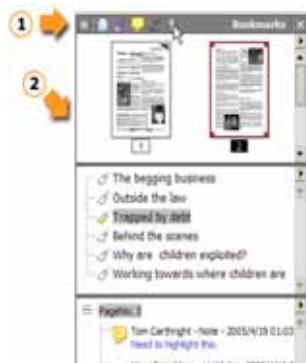
Navigation panel with the Pages panel open.

# Splitting the Navigation panel

The unique thing about Nitro is that it lets you view more than one panel at the same time by splitting up the panel vertically. For example, you can view pages, bookmarks and comments at the same time.

## To split the Navigation panel view:

1. After opening the Navigation panel, do any of the following:
  - Choose View > Navigation Panel > Split.
  - Select the Split  icon from the Navigation panel header area.
2. To stop some panels from being displayed (e.g. Signatures  and Properties ) , select them from the Navigation panel header area.



Navigation panel 1. Panel header 2. Display panels. (In this figure the Pages, Bookmarks, and Comments are shown).



You can also edit the pages of a document via the Pages panel. To learn about editing, deleting, cropping and extracting pages via the Pages panel see the Assembly section of the user guide.

## Using the Pages panel

The Pages panel gives you a quick and easy way to visually scan a set of pages and then move between them. Each page is displayed in miniature (or thumbnail) size. Clicking on a page in the Pages panel will take you to the respective page in the document.

### To open the Pages panel:

1. Do one of the following:
  - Select the Show/Hide Document Panel  toolbar button, and from the Navigation panel header, choose the Pages panel  icon.
  - Choose View > Navigation Panel > Pages.
  - Press F6 and, from the Navigation header, click the Pages panel  icon.
2. Pages in the document are listed in a scrollable panel.

## Navigating pages in the Pages panel

### To navigate pages using the Pages panel:

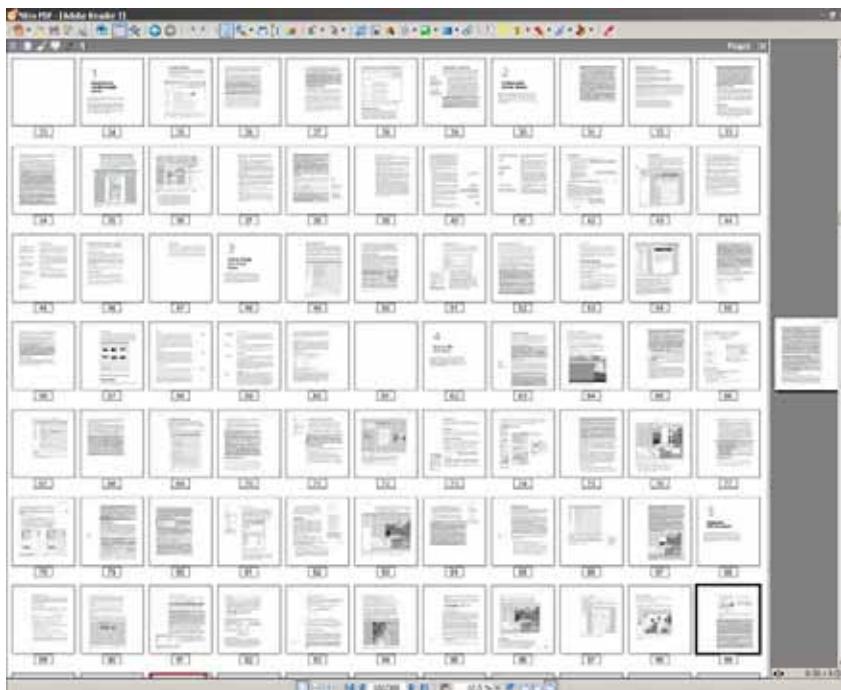
1. Open the Pages panel.
2. Click once on the page to view.
3. The selected page opens in the Navigation panel.

## Expanding the Pages panel view

You can use the Pages panel like a slide sorter and view large documents with more pages in view. Using the Pages panel like a slide sorter is helpful when editing PDF pages.

## To expand the Pages panel:

1. Open the Pages panel.
2. Click and drag the vertical separator bar to the right side on the Document panel.



With the Pages panel expanded, you can easily navigate pages in long documents.

## Navigating with the Bookmarks panel

Bookmarks add a powerful interactive aid that makes reading, navigating and using PDF documents on-screen much easier. The bookmarks are displayed in the Bookmarks panel to the left of the document and when they're selected they can perform many different actions — link to pages in the current document or to pages in other PDFs, link to Web pages, and perform advanced actions that modify forms and add interactivity via JavaScript.

The most common use of bookmarks (linking to different pages within a document) is one of the simplest and most effective ways to enhance a PDF document.

### To open the Bookmarks panel:

1. Do one of the following:



To learn about creating and editing bookmarks see the Using Bookmarks section of the user guide.

- Select the Show/Hide Document Panel  toolbar button, and from the Navigation panel header choose the Bookmarks panel  icon.
- Choose View > Navigation Panel > Bookmarks.
- Press F7 and from the Navigation panel header choose the Bookmarks panel  icon.

## Expanding and collapsing bookmarks

Bookmarks can be nested together in parent/child relationships where they can be viewed in expanded or collapsed form. A collapsed bookmark appears with a plus (+) symbol. An expanded bookmark appears with a minus (-) symbol.

### To expand and collapse bookmarks:

1. Open a document containing nested bookmarks.
2. Open the Bookmarks panel by pressing F6.
3. Click the Bookmarks panel  icon.

4. Click the plus (+) icon to expand a bookmark. Click the minus (-) icon to collapse a bookmark.



Bookmarks can be collapsed or expanded.

## Navigating via bookmarks

When bookmarks are assigned properties to open pages, they can also be considered hyperlinks. Quite often PDF authors will bookmark long documents so the reader can easily jump to different sections.

### To open bookmarked pages:

1. Open a document containing bookmarks.
2. Open the Bookmarks panel by pressing F6.
3. Click the Bookmarks panel  icon.
4. Click a bookmark. The page associated with the bookmark opens.
5. To return to the previous page view, select View > Go To > Back or click the Back  toolbar button. Alternately, you can press Alt + Left Arrow key.



See  
Navigating  
view history  
to move  
back to  
previous views.

## Navigating with links

Links work much like links do on the web. They appear within the page content, are applied to text and graphics, and when you hover over them with your mouse, the cursor changes to indicate the link is there (a hand icon with the index finger pointing upward). When you click a link, an action is performed.

Links in Nitro add a powerful interactive aid that makes reading, navigating and using PDF documents on-screen much easier. The links are inserted on the pages of your PDF documents and when clicked can perform different actions – link to pages in the current document or to pages in other PDFs, link to other files and Web pages, and perform actions that modify forms, add interactivity via JavaScript, and more.

### To use a link:

1. Select the Hand
2. Move the cursor above the link, and when the cursor changes to a pointer, left-click.



To learn  
about  
creating  
and editing  
links see  
the Using Links  
section of the user  
guide.

## Using navigation tools

Nitro provides you with several tools, as well as menu commands, to move about PDF pages and documents. The navigation tools are located in the View History toolbar and the Status bar at the bottom of the Nitro window. The tools are logically divided in two locations to provide you options for viewing history and scrolling pages.

## Navigating with the Status bar

The Status bar along the bottom of Nitro includes tools for quickly navigating between pages.

**To go to the start or end of a document:**

1. In the Status bar, select either the First Page  or Last Page .

**To move one page forward or backward:**

1. In the Status bar, select either the Previous Page  or Next Page .

**To go directly to a page:**

1. In the Status bar, move the cursor to the field between the paging controls  1/28 .
2. Type the page number and press Enter or the Num Pad Enter key.

## Navigating the view history

The View History toolbar works like the Back and Forward buttons in a web browser. The buttons let you move backwards and forwards between each change in view you make when looking at a PDF document. When viewing history, you are not limited to viewing pages in an open document. If, for example, your last view was a different file than the one currently in view in the Document panel, Nitro can take you to the last view by opening a file and placing the last page viewed in the document panel.



**note** The Back and Forward buttons appear in the View History toolbar and not in the Status bar.



**note** The Forward button becomes active only after you click the Back button.

## To move back or forward in a PDF:

1. Open a PDF document and click the Next Page tool in the Status bar.
2. Close the current document.
3. Open another document by selecting File > Open or click the Open tool.
4. Click the Back toolbar button.
  - The current document closes and you return to the last view in the previous document.
5. Click the Forward toolbar button.
  - The current document in view closes as the next document is viewed in the Document panel.

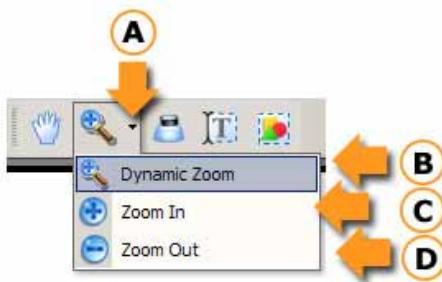
## Using zoom tools

The zoom tools let you adjust the view or magnification of your documents. Nitro includes zoom tools in the Basic toolbar, as well as tools in the Status bar (see below) at the bottom of the Nitro window. The tools in the toolbar include:

- Dynamic Zoom tool. Lets you zoom in and out with the same tool by clicking and dragging the mouse.
- Zoom In and Zoom Out tools. Lets you set the zoom to either zoom in or out when you click your mouse.
- Loupe tool. Designed for viewing very large, detailed pages. It lets you view the whole page from a distance and then use a small floating window above the page to zoom in and out at a different magnification level.

## Using Dynamic Zoom, Zoom In and Zoom Out tools

The Dynamic Zoom, Zoom In, and Zoom Out tools are all accessible from a drop down menu. To access the tools, click the down pointing arrow (A) in the figure below. The menu opens where the three tools appear. Move the mouse to highlight the desired tool and release the mouse button. The respective tool is selected and ready for use.



Click the down pointing arrow A. to select from  
B. Dynamic Zoom, C. Zoom In, or D. Zoom Out tool.



If your mouse has a scroll wheel, you can use it to zoom in and out on the page. Select the Dynamic Zoom tool from the toolbar, hold down Control, and move the scroll wheel.



### To use the Dynamic Zoom:

1. On the toolbar, click on the arrow to the right of the Dynamic Zoom  tool.
2. Do one of the following:
  - To zoom out, click on the page and drag upwards.
  - To zoom in, click on the page and drag downwards.



**tip** You can toggle between the Zoom in and Zoom Out tool by pressing the Control key when one tool is selected to activate the other tool. For example, if the Zoom In tool is selected, press Control and click the mouse button. The tool changes to the Zoom Out tool and the page is zoomed out.

### To select the Zoom In or Zoom Out tools:

1. On the toolbar, click on the arrow to the right of the Dynamic Zoom tool.
2. Select either of the Zoom In and Zoom Out buttons.
3. Click the tool in the Document panel to zoom in or out.

## Using the Loupe tool

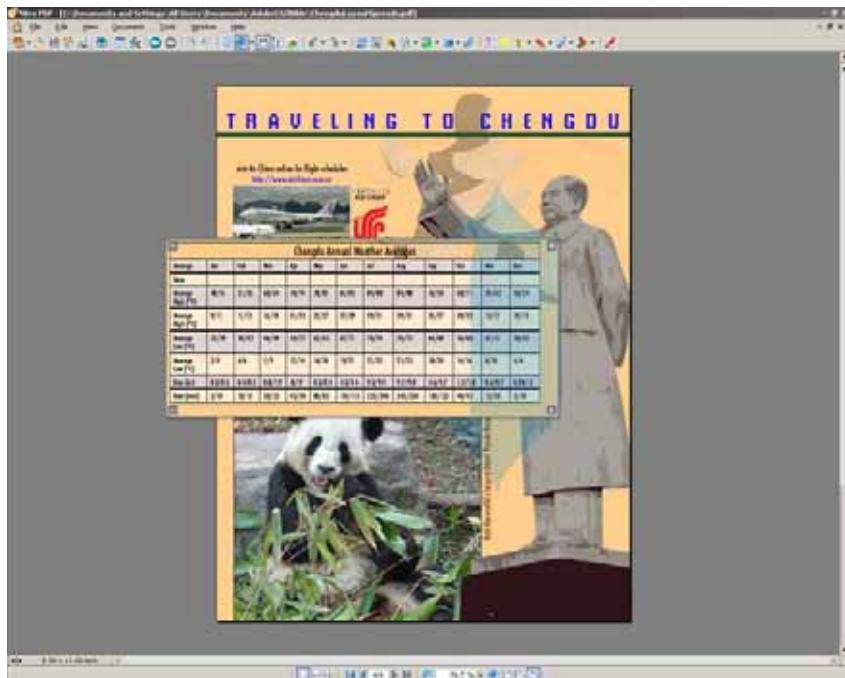
Unlike the other zoom tools, the Loupe tool provides you a separate floating window where the zoom view appears. The PDF page in the Document panel remains static when using the Loupe tool while the floating Loupe window displays the zoom view.

### Targeting the zoom area

When you want to zoom to a specific area on a page you move the floating Loupe window appearing above the page data to the desired location.

### To zoom into a specific area on a document page using the Loupe tool:

1. Click the Loupe tool from the toolbar.
  - The floating Loupe window opens in the Nitro window
2. Position the mouse cursor inside the window and drag around the Nitro window to the area you want to view in a zoomed view.
  - To dismiss the floating Loupe window click the X in the top right corner.



Click the mouse cursor inside the floating Loupe window and drag around the page to target a zoom area.

## Zooming in the Loupe tool window

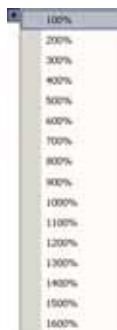
By default, the floating Loupe window displays a 150% zoom view. You can easily change the zoom view to zoom in or out of the window while the background page remains in a static zoom view.

### To zoom in and out of the Floating Loupe window:

1. Click the plus (+) symbol in the top left corner of the floating Loupe window to zoom in or the minus (-) symbol in the lower left corner of the floating Loupe window to zoom out.
2. To zoom to fixed preset zoom levels open the drop down menu by clicking on the right pointing arrow in the lower right corner of the floating Loupe window

3. Select a zoom level from the menu commands.

- The zoom levels you can view in the floating Loupe window range between 100 and 1600 percent.



Click the right pointing arrow in the lower right corner to open a drop down menu and select a fixed zoom level from the menu commands

## Assessing zoom levels in the floating Loupe window

At times you can zoom into an area in the floating Loupe window and not know precisely what zoom level you are viewing. Neither the Status bar nor the drop down menu report all zoom levels.

### To find the current zoom level in the floating Loupe window:

1. Move the cursor to either the plus (+) symbol in the top left corner of the window or the minus (-) symbol in the lower left corner of the floating Loupe window
  - The current zoom level is reported in the center of the floating Loupe window

## Sizing the Loupe window

You can adjust the size of the floating loupe window

## To change the floating Loupe window size:

1. Position the cursor in the lower left corner of the window.
2. Wait until you see a diagonal line with two opposing arrowheads.
3. Click and drag in to size the window down or drag out to size the window larger.

## Rotating page view

With Nitro you can quickly rotate the pages of a document in 90 increments directly from the toolbar. This temporarily rotates the view but does not save the rotation as an update to the document.

### To rotate the page view:

1. In the Rotate View toolbar, click the Rotate Clockwise  tool or the Rotate Counterclockwise  tool.

## Using Full Screen mode

Full screen mode lets you hide all menus, toolbars and other panels to make the page as large as possible. The mode is suitable for reading long documents on-screen and for giving presentations.

### To turn on full screen mode, do either of the following:

- Choose View > Full Screen.
- Press F11.

### To turn off full screen mode, do either of the following:

- Press F11.
- Press Esc.



To rotate pages permanently see the Assembly section of the user guide.



While viewing documents in Full Screen mode you can access the Organizer and use all the organizer tools while remaining in Full Screen mode. Press F7 to toggle the Organizer window on and off.



## PDF Creation

[Creating PDF documents](#)

[One-click PDF creation](#)

[Creating new blank PDF documents](#)

[Converting any file to PDF](#)

[Converting and combining multiple files](#)

[Overlaying multiple files](#)

[Creating PDF documents from clipboard data](#)

[Converting Microsoft Office files to PDF](#)

[Converting PDFs to Word files](#)



To quickly make your document easier to navigate, add a bookmark link to each main heading or section.

For information on copying and pasting data in PDF documents, see the PDF Editing chapter.

## Creating PDF documents

Nitro makes creating PDF documents as simple and streamlined as possible. For most common file types creation is little more than dropping the file into the Nitro workspace. There's nothing to learn, and nothing to remember. In some cases you can bypass the creation stage altogether. Just copy graphics and text from other applications (like Word, Excel and web browsers) and paste them straight into your PDF documents.

Nitro also supports conversion profiles that you can reuse. For example, if your organization needs a company watermark, password security or even special image compression applied to your PDF, you can apply these settings at the PDF creation stage. Just right-click on the file to convert, choose the profile, and Nitro will do the rest.

Of course, Nitro's conversion capabilities aren't limited to a few file types. With Nitro you can convert virtually any printable file to PDF.

## PDF creation settings

Nitro gives you advanced control over the kinds of PDFs you create, and best of all, many of these settings can be saved and reused by saving them as profiles.

For example, you could easily create profiles that generate a low-resolution version for draft or internal usage situations, and have other profiles that generate professional quality documents.

### Creation settings for profiles

- **PDF Compatibility.** Determines what type of PDF is created and which version of the PDF specification it is compatible with. Nitro can make PDFs that adhere to the 1.3, 1.4,

1.5 PDF specifications. If you're unsure what PDF viewing software the recipients of your documents are using then it's safest to go with the oldest version (1.3).

- **Security.** Applies password-based security controls, including the limiting of printing, copying and extracting, form filling, commenting, and more.
- **Watermarks or stamps.** Applies text and/or image-based watermarks and stamps to specified document pages
- **Fonts.** Controls whether to embed particular fonts or not, and whether to embed font subsets.
- **Image compression.** Sets the quality or compression level applied to any images in the converted document. Settings can leave images untouched, can compress at different levels, and can even remove images altogether from the PDF created.

## Nitro PDF Driver creation settings

The Nitro PDF Driver lets you control all the settings outlined above in the profiles section, and supports a much larger range of additional document settings. The Nitro PDF Driver can be used to convert any printable file into a PDF version. The settings include:

- **Page size and rotation.** Sets the size and orientation of the pages.
- **Document view options.** Sets whether to display the Bookmarks or Pages panel when a PDF document is opened. Sets the page display mode (single or continuous).
- **Window view options.** Sets the zoom level at which to display the PDF.

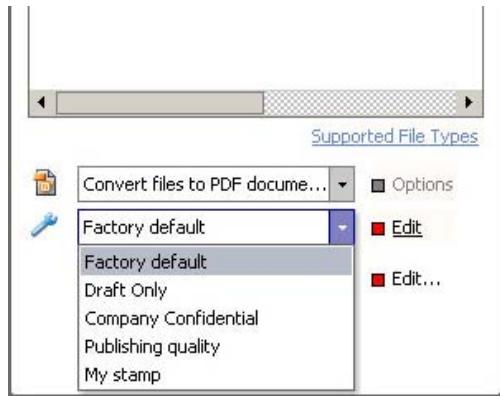
- **Interface options.** Sets whether the menu, toolbar, etc. should be displayed when a PDF is opened.
- **Document information.** Sets the document title, author, subject, keywords, and custom fields.
- **Send as mail.** Converts and then attaches the PDF to an email ready for you to send.
- **Optimize for web viewing.** Optimizes for online use and adds byte serving, which makes reading PDFs easier.

## Adding or editing a creation profile

Using creation profiles gives you greater control over your output and helps you make more consistent PDFs.

### To add or edit a creation profile:

1. Open Nitro.
2. Open Organizer by one of the following:
  - Select View > Organizer Panel > Show/Hide.
  - Select the Preferences  toolbar button.
  - Press F7.
3. Choose the Create PDF  palette.
4. To the right of the Profiles  dropdown list, click Edit.



The predefined settings appear under a drop down menu. Click the Edit button to the right of the Factory Default item to create a new profile

5. To create a new profile, click the New button. The New Conversion Control dialog box opens.
  - You can edit an existing profile by clicking Edit in the Create PDF panel, then select an item to edit in among the attribute choices for that profile
6. Type a name for your profile in the New Conversion Control dialog box and click OK. Your profile is added to the bottom of the list of preset profiles.
7. Modify any of the following settings:
  - **Compatibility.** Click Compatible With, then double-click to show the pull-down menu. Click the down pointing arrow and select either 1.3, 1.4, or 1.5 for the compatibility.



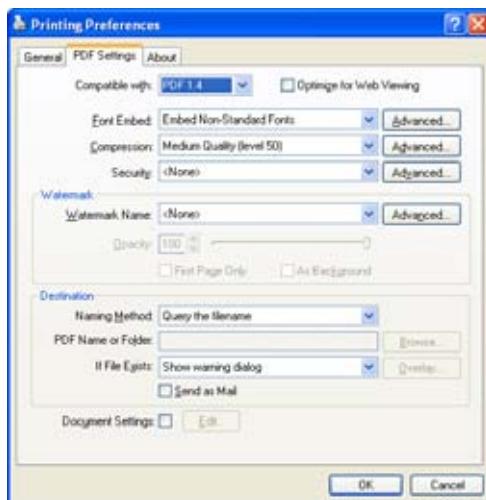
If you converted a document to PDF, the Create PDF window **note** may not be in view. If you see Create PDF Window, click the Back button and you'll see the same window as shown left.



You can economize some space in the profile list by clicking on the minus symbol to collapse the settings attributes.

- **Watermark.** If you want a watermark, select from preset watermarks from the drop down menu, or click Edit to add a custom watermark.
- **Security.** If you want to apply security settings at the time of PDF creation, open the drop down menu and select a security option.
- **Font Embed.** If you want to change the font embedding default, open the drop down menu and select from the menu choices.
- **Compression.** Open the drop down menu and select an option for file compression.

8. Click OK and your new profile is complete



Click and then double-click each item to open drop down menus where settings options are selected.

## One-click PDF creation

The easiest way to create a PDF file with Nitro is just by dragging and dropping your files onto the Nitro PDF Professional icon itself or onto the Nitro workspace when Nitro is open. Find the files you want to convert, drag them onto the Nitro icon/workspace, and then release — Nitro PDF Professional starts with the new PDF already created.

### To create a PDF with one click:

1. On your computer, find the file to convert.
2. Left-click and drag the file onto the Nitro desktop icon.
3. Save and name the file once it opens in Nitro
  - Alternatively, you can either drag a file to the Nitro workspace, or open the Convert PDF panel in the Organizer, and then click the Add button. You select the file to convert in the Open dialog box.



**warning** Be certain you know what the last settings choice you made for the conversion options. Nitro converts the file using that last settings selected in the Convert PDF panel. If in doubt, open Nitro, select the conversion settings you want to use and drag the file to be converted to the Nitro workspace.

## One-click creation file type support

More than 20 file types can be converted to PDF by dropping them onto the Nitro desktop icon. You can also insert any of these file types straight into your PDF documents — Nitro will automatically convert and then insert them. See the table below outlining all the file types.

## One-click creation support table

Convert these file types to PDF by dropping them onto the Nitro desktop icon. You can batch convert and combine them, and also copy and paste straight content straight from them and into Nitro.

### Documents

Microsoft Word	(.doc )
Microsoft Excel	(. xls)
Microsoft PowerPoint	(.ppt)
Microsoft Visio	(.vsd)
HTML	(.html, .shtml)
WordPerfect	(.wpd)
Rich Text	(rtf)
Text	(.txt, .text)

### Graphics

Bitmap	(.bmp, .rle, .dib)
GIF	(.gif)
JPEG	(.jpg, .jpeg, .jpe)
JPEG2000 (.jpg, .jp2, .j2k)	(.jp2, .jpf, .j2k)
Adobe Photoshop	(.psd)
PNG	(.png)
Metafile	(.wmf, .emf, .amf)
PAX	(.pax)
PCX	(.pcx)
Photo CD	(.pcd)
Targa	(.tga)
TIFF	(.tif, .tiff)
TLA	(.tla)

## Creating new blank PDF documents

PDF documents are intended to be originally authored in another program (e.g. Microsoft Word) and finally converted to PDF. At times, though, you'll find it handy to create a new blank document where you may add form fields, comments, or use it to paste content from the clipboard or other PDF documents.

**To create a blank PDF document do one of the following:**

- Click the New Blank PDF  tool.
- Press Control + N.

The new blank document is created at 8.27 by 11.69 inches (A4 size).

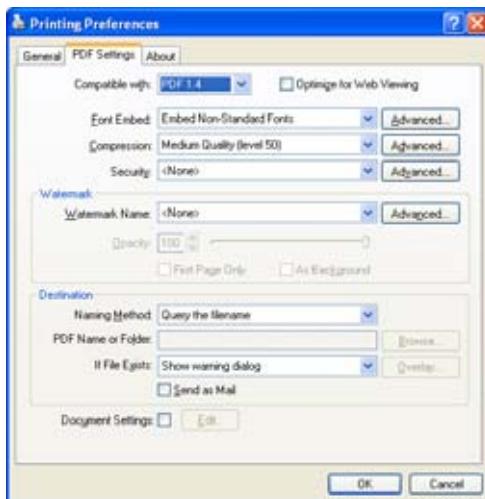
## Converting any file to PDF

Nitro lets you create PDF files from any application that can print, meaning you can create PDFs from hundreds of different types of files. Start your application as normal, open the file you want to convert and print.

**To create a PDF from a file:**

1. Open a file in an application not supported with one-click PDF creation.
  - If you want to test this and you don't have a program not supported with one-click PDF creation, use Windows WordPad or a simple text editor.
2. Choose the Print option.
3. Select Nitro PDF Driver as your printer.

4. Click Preferences. In the Preferences panel, click PDF Settings.



You can adjust conversion settings by clicking the Nitro PDF Driver and then clicking Preferences in the Print dialog box.

5. Adjust PDF conversion settings in the Printing Preferences and click OK.
6. Click Print and specify a name and a location to place the PDF once converted.

## Converting and combining multiple files

Nitro allows you to batch convert files easily and includes fast conversion support for more than 20 of the most commonly used file types. All files that support one-click creation can be easily converted in batches.

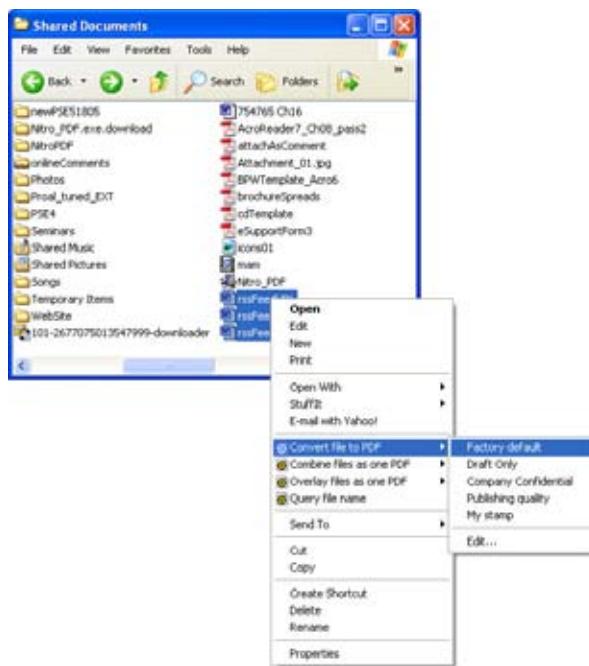
### Converting files in batches

Nitro lets you batch convert in several different ways. One method provides you the option for selecting which conversion setting to use and save the file directly to your hard drive. The other option uses

your default conversion settings and opens the converted file directly in Nitro without saving the file(s). Once converted and open in Nitro, you have the option for saving the file(s).

**To convert a collection of files to PDF, select a conversion option, and save the files:**

1. Select the files to convert.
2. Right-click to open a context menu.
3. Choose Convert file to PDF and then the creation profile from the submenu.



Click Convert file to PDF > <conversion setting>.

4. When prompted, specify the name and place to save each PDF.

**To convert a collection of files to PDF and open them in Nitro:**

1. Open Nitro.
2. Choose File > Create PDF > Convert Multiple Files.
3. Click Add.
4. Select the files to convert.
5. Choose the creation profile  from the dropdown list.
6. Choose the destination for the new files.
7. Click the Create button.

## **Combining multiple files to PDF**

Nitro allows you to convert and combine files together easily and includes fast conversion support for more than 20 of the most commonly used file types. All files that support one-click creation can be converted and combined in the one process.

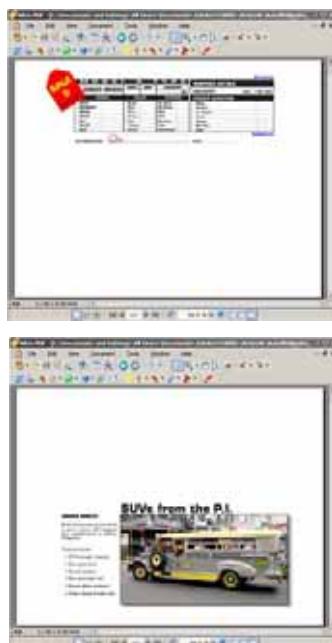
**To convert and combine files into the one PDF document:**

1. Open Nitro.
2. Choose File > Create PDF > Combine Multiple Files.
3. Arrange the files in order by selecting a file and click either the Up or Down arrow.
4. Choose the creation profile from the dropdown list.
5. Choose the destination for the new PDF file
6. Click the Create button.

## Overlaying multiple files

Nitro provides you a great tool for converting and merging page content from two or more separate files. Using the Overlay Files feature, you can convert and then merge page content from two or more files so in the PDF you generate the content from each source document is on the same page.

For example, you may have a template containing form fields and need to merge the template with other PDF documents. Nitro provides you a means for overlaying the page data from one file on top of the page data in another file.



You can use the combine PDF feature to combine different PDF documents into a single PDF. Using the Create PDF > From Multiple Files command, select the PDFs you want to combine. Organize the documents in the correct order and click Create.

Two documents can be merged together to create a single PDF. See the next page.

### To overlay multiple PDF files:

1. Do one of the following:
  - Open the Organizer and click Create PDF. Select Overlay files as one PDF document.
  - Select File > Create PDF > Overlay Multiple Files.
2. Click Add in the Create PDF window.
3. Select the files to combine
4. Click Create.
  - The two files are merged together in a new PDF document.



Two files are merged in a new PDF file.

## Creating PDF documents from clipboard data

Nitro lets you create PDFs directly from your screen captures or any data you copy to the system clipboard. Taking captures of your computer screen and then putting them straight into Nitro works particularly well when you want to add comments or drawing markups to the image you've captured.

### To create a PDF from a screen capture:

1. Press the Print Screen key.
2. In Nitro, choose File > Create PDF > From Clipboard.
3. Do any of the following:
  - Crop the capture to adjust the area of interest.
  - Add pop-up notes.
  - Add drawing markups.
4. Save the file.

## Converting Microsoft Office documents to PDF

As well as one-click creation in Word, Excel and PowerPoint, Nitro also enables you to create intelligent, easy-to-use PDFs from Word, by automatically generating bookmark and link navigation, as well as retaining document properties.

### Converting Microsoft Word files to PDF

When you install Nitro special tools are added to the Microsoft Word toolbar for converting an open document to PDF, converting to PDF and then emailing, or opening the Nitro PDF Word dialog box where some conversion settings specific to Word can be selected. In addition to the tools, you'll find the Nitro PDF menu installed in Word where the same options found in the tools appear as menu commands.



You can select multiple files in the Open dialog box by Shift clicking or Control Clicking on the files you want to combine.

Shift clicking or Control Clicking on the files you want to combine.

#### To create a PDF from within Word, do one of the following:

- Select the tool to convert.
- Select the tool to convert and attach to an email.

#### To create an intelligent PDF:

1. Choose Nitro PDF > Settings.
2. Select the Generate Bookmarks, Links and Comments checkbox.
3. Do any of the following:



Click Nitro PDF > Settings to open the Nitro PDF Word dialog box.

- In the Bookmarks tab, click the checkbox to the left of any heading styles to convert to PDF bookmarks.
- In the Links tab, select the types of links to convert and the link style to use.
- In the Comments tab, select whether to convert Word comments to PDF comments.

4. Click OK and click on the Convert this file to Nitro PDF  tool.



On some computers you may need to press Shift + Prt Scr, control + Prt Scr, FN + Prt Scr, or other modifier keys to capture a screen.

## Converting Microsoft Excel files to PDF

Nitro includes a macro for Microsoft Excel that lets you convert to PDF from the toolbar. From the Nitro PDF > Settings menu you have different settings choices for converting documents to PDF. Settings adjustments made here are the same set you have for the Nitro Print Driver conversion settings.

**To create a PDF from within Excel, do one of the following:**

- Select the  tool to convert.



**note** It's technically impossible to convert a PDF to a Word file and for the layout and formatting to be exact. Nitro does its best to provide you with a reusable Word file that retains

- Select the tool to convert and attach to an email.

## Converting Microsoft PowerPoint files to PDF

Nitro includes a macro for Microsoft PowerPoint that lets you convert to PDF from the toolbar. The options you have available in PowerPoint closely match those found in Microsoft Excel.

**To create a PDF from within PowerPoint, do one of the following:**

- Select the tool to convert.
- Select the tool to convert and attach to an email.

## Converting PDFs to Word files

As well as copying text and images from PDF files, you can also convert entire PDFs to Microsoft Word (.doc) files. The Word files created contain all the text and images from your PDFs, and recreate the layout of the source file as best as possible.



## PDF to Word conversion options

**Include images.** Sets whether images will be included in the Word file. Excluding images will make the conversion faster.

**Retain Page Size & Margins.** Makes the Word file pages the same size (width and height) as the PDF file, and adds page margins the same as the PDF.

**Use Text Boxes.** This option makes use of Word's text box feature. All text from the PDF file is placed inside text boxes and helps to retain a more accurate page layout.

**View Microsoft Word Document After Conversion.** Opens the new Word file in Microsoft Word once it's been converted.

**To convert a PDF to a Word (.doc) file:**

1. Do either of the following:
  - Choose File > Save As Microsoft Word Document.
  - Press Ctrl + Alt + S.
2. In the Save As dialog, optionally click the Options button to change the conversion settings.
3. Click Save.



## PDF Assembly

Combining PDF documents

Reordering pages

Cropping pages

Rotating pages

Extracting and deleting pages

Splitting PDF files

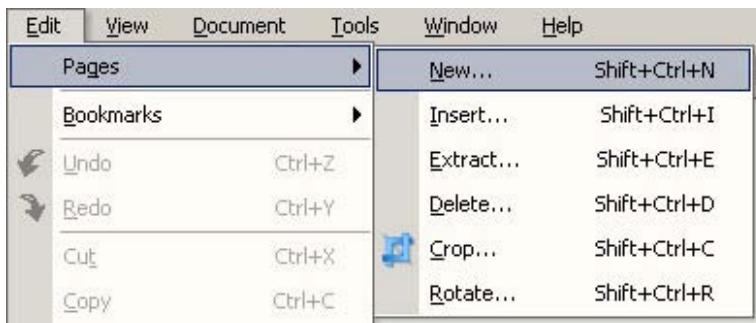
Nitro makes it simple to modify and reorganize the pages in your PDF documents, so you can modify documents by appending pages, deleting pages, and reordering them to produce a final document. A number of tools provide you freedom for structuring and ordering your documents.

The related tools include:

- Combining documents together for easier sharing.
- Insert pages to append to or to update a document.
- Insert blank pages.
- Replace out of date pages without having to create the whole document again.
- Reorder pages of document without having to create the whole document again.
- Crop pages to a different size.
- Rotate pages for consistency or to make the document easier to read.
- Extract pages to make a new document.
- Delete pages you no longer want in your PDF document.

**To access the assembly tools, do one of the following:**

- Go to Edit > Pages.



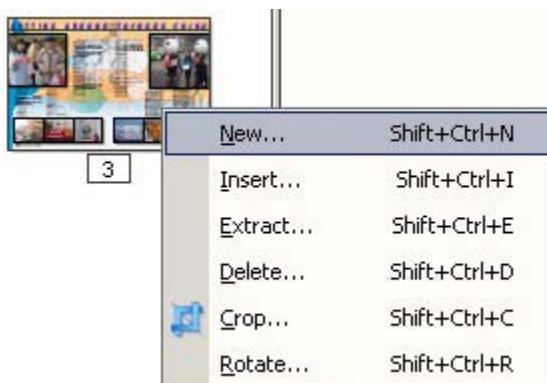
The Pages submenu from the Edit menu.

- Open the Pages panel and right-click in the pane.

### To turn on the Pages panel, do one of the following:

- Select the Show/Hide Document Panel  toolbar button.
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.

Once the Pages panel is in view, right-click in the area to bring up the assembly tools.



A context menu opened in the Pages panel.



See the Creation section for more information on how to create and combine files

## Combining PDF documents

One of the main reasons why PDF documents have become so popular around the world is because they're a great way to package up a collection of different files and share them accurately and reliably. For example, when working on a project in a team — with information being in the form of reports from Word, spreadsheets and charts from Excel, presentations from PowerPoint, and so on — the easiest and most reliable way to share the information is by combining it all together in the one easy-to-view file.

Nitro lets you combine files that have already been converted to PDF, and it lets you create and combine files at the same time. Alternatively, you can insert pages and whole documents into PDFs using the Insert tool.

### Inserting pages

The Insert tool lets you add one or more pages from other documents to files open in Nitro which means in many cases you won't need to create the PDF all over again. You can insert many file types other than PDF with the tool because it can perform a conversion at the same time. File types Word, Excel, PowerPoint, Web pages and images.

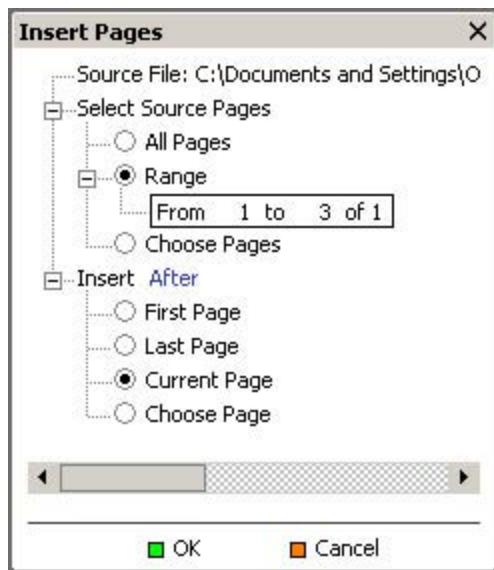
You can do this via the Pages panel or the Edit menu.

**To turn on the Pages panel, do one of the following:**

- Select the Show/Hide Document Panel  toolbar button.
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.

## To insert pages with the Insert Pages dialog:

1. Choose Edit > Pages > Insert, or right-click in the Pages panel and choose Insert.
2. In the Insert File dialog, select the type of file (PDF, HTML, Word, etc.) from the Files of type drop down menu, select the file to insert, and then click OK.
3. In the Insert Pages dialog, specify the pages to insert from the source document, specify where in the document to insert the page(s), then click OK.



1. To insert non-sequential pages from your source file use the Choose Pages option. For example, entering 1, 2, 6-7 will insert only the four pages you have specified.

2. When selecting files to insert, you can select All Files (\*.\*) in the Insert File dialog box to view all files. This option enables you to select and insert multiple files of different formats.

Choose a page range and location for where the new pages are to be inserted.

## Inserting pages via drag and drop

You can insert pages in an open PDF document by dragging files (of all acceptable formats that can be converted to PDF as well as PDF files) and dropping them in the Pages panel or the Document panel. Any files that support one-click creation can be inserted via this method.



Inserted pages are added to the beginning of your PDF file. If you need to relocate the page in the open document, use a reordering method described in the Reorder Pages section.

### To turn on the Pages panel, do one of the following:

- Select the Show/Hide Document Panel  toolbar button.
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.

### To insert pages using the Pages panel via drag and drop:

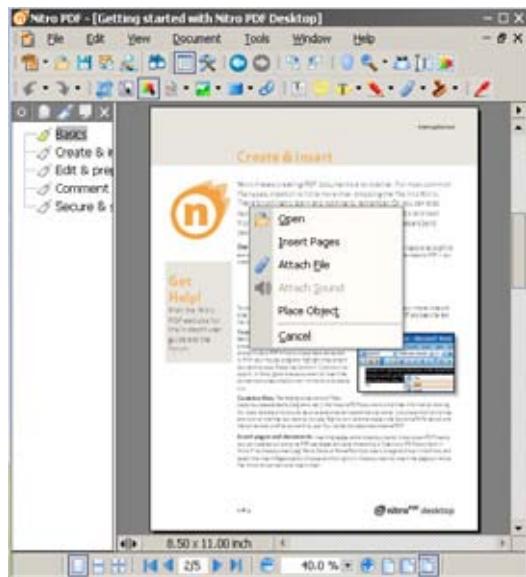
1. Open a PDF document you want to use for appending pages.
2. Minimize the Nitro window so you can see your desktop in the background.
3. Open a folder containing files you want to insert.
4. Drag files to the Pages panel.

### To insert pages using the Document pane:

1. Open a PDF document you want to use for appending pages.
2. Minimize the Nitro window so you can see your desktop in the background.
3. Open a folder containing files you want to insert.
4. Drag files to the Document pane.

5. Do one of the following by selecting from a context menu that opens automatically when you release the mouse button:

- **Open.** Select Open to open the document in Nitro. This option does not insert the file in the current active document.
- **Insert Pages.** Inserts the document in the current active document.



When you drag and drop to the Document panel, a context menu opens providing you commands for what to do with the dropped file.

- **Attach File.** Attaches the file to the current active document.

- **Attach Sound.** This option is only active if you are dragging and dropping a sound file. The file is attached to the current active document as a sound comment.
- **Place Object.** Use this option when you want to place text or a graphic on a page much like when copying and pasting data.

## Inserting blank pages

Nitro lets you add one or more pages of any size to documents open in Nitro. This is handy for things like adding extra separation between pages, or sections, or when you want to build a form. You can insert new pages via the Pages panel or the Edit menu.

### To turn on the Pages panel, do one of the following:

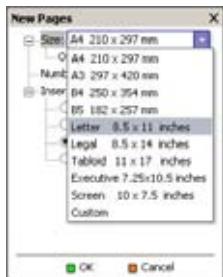
- Select the Show/Hide Document Panel  toolbar button.
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.

### To insert new blank pages:

1. Choose Edit > Pages > New, or right-click in the Pages panel and choose New.

2. Do any of the following as required:

- Choose the page size and the number of blank pages.
- Choose the orientation of the page or pages.
- Choose where in the document to insert the pages.



Choose Size from the drop down menu and make choices for orientation and where pages are inserted in the New Pages dialog box.



You can use the Pages panel like a slide sorter and

view more pages by opening the panel larger in the Nitro window. Click the separator bar and drag to the right to open the panel.

## Reordering pages

If you've combined a collection of files together (e.g. a report, a spreadsheet and a presentation) into a PDF document, and they're in the wrong order, you can easily reorder or rearrange them using the tools in Nitro.

Using the Pages panel it's just a matter of viewing the thumbnail versions of the pages of your document and dragging the pages around till they're in the right order. The Pages panel displays thumbnail size versions of each page so you can quickly find the page(s) you want to modify.

### To turn on the Pages panel, do one of the following:

- Select the Show/Hide Document Panel  toolbar button.
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.

### To reorder pages in the Pages panel do the following:

1. In the Pages panel, left-click the page to move. To select more than one page, hold down Control as you click. To select a whole range of pages, hold down Shift and left-click on the first and last pages of the range
2. Left-click on the page(s) selected, and then drag them to where you want them to be moved.

## Cropping pages

The crop tool enables you to change the size of the pages of PDF documents for when they are displayed on screen or when printed. You can crop pages visually with the Crop tool, or by adjusting the margins in the Crop Pages dialog.

The changes to pages can be applied in many ways: Odd and Even Pages, Odd Pages, Even Pages, a page range or the current page. To modify non-sequential pages you can specify the exact pages under the Choose Pages option. For example, entering 1, 2, 6-7 will adjust only the four pages you have specified.

### To crop pages visually with the Crop tool:

1. In the Editing toolbar, select the Crop  tool.
2. Drag the cropping rectangle until you have marked where you want to crop.
3. Double-click on the selected area.
4. Click OK in the Crop Pages dialog box.

### To crop pages with the Crop Page dialog:

1. Choose Edit > Pages > Crop Pages, or right-click in the Page panel and select Crop Pages from the context menu.
2. Do any of the following as required:
  - Change the measurement units to your preferred units.
  - Specify the pages to crop. Odd and Even Pages, Odd Page, Even Pages, Current page or a range of pages.
  - Set the margins where you want to crop.
  - Select the Remove Margin checkbox to totally remove the margin from around content.
3. Click OK in the Crop Pages dialog box.



Once you have marked the area you want to crop, you can drag the crop border by left-clicking and dragging. You can also resize the crop area by grabbing the corners of the area you have highlighted.



Drag the Crop rectangle to the desired area and select the page range.  
Click OK to crop the page.

## Rotating pages

Being able to rotate pages is often required when pages in portrait mode and landscape mode are mixed together in the one document as they make it difficult to read the document. For example, a PDF document may have content suited to landscape view, like tables and photos, and may also contain text-heavy documents well suited to portrait mode. You can rotate any page in 90° increments.

**With Nitro you can rotate pages in two ways:**

1. Rotate while viewing allows you to temporarily rotate all pages in the PDF you are currently viewing.
2. Rotate permanently allows you to change the rotation of one or more pages in a document and to save those changes.

**To rotate a PDF document while viewing it:**

1. In the Rotate View toolbar, click the Rotate Clockwise  tool or the Rotate Counterclockwise  tool.

**To permanently rotate pages in a PDF:**

1. Choose Edit > Pages > Rotate Pages, or right-click in the Pages panel and select Rotate Pages from the context menu.

## 2. Do any of the following as required:

- Choose the rotation angle.
- Specify the pages to rotate. Odd and Even Pages, Odd Page, Even Pages, Current page or a range of pages.



To modify non-sequential pages you can specify the exact pages under the Choose Pages option. For example, entering 1, 2, 6-7 will adjust only the four pages you have specified.



Select the page range and rotation angle and click OK to rotate pages permanently.

## Extracting and deleting pages

Nitro offers you two means for getting pages out of an existing document. You can extract a page and create a new PDF from the extracted pages, or you can delete pages from an open file.

### Extracting pages

Nitro lets you copy one or more pages from a PDF document to quickly create a new document. You can also delete the pages when extracting them. Access the Extract Pages dialog via the Pages panel or the menu.

#### To turn on the Pages panel, do one of the following:

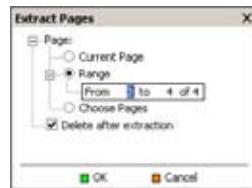
- Select the Show/Hide Document Panel .
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.



To modify non-sequential pages you can specify the exact pages under the Choose Pages option. For example, entering 1, 2, 6-7 will adjust only the four pages you have specified.

#### To extract pages do the following:

1. Choose Edit > Pages > Extract Pages, or right-click in the Pages panel and choose Extract.
2. Do any of the following as required:
  - Specify the pages to extract.
  - Click the Delete After Extraction checkbox to remove specified pages from the current PDF document.



Choose a page range and click Delete pages after extraction if you want to delete the extracted pages.



To delete non-sequential pages you can specify

the exact pages under the Choose Pages option. For example, entering 1, 2, 6-7 will delete only the four pages you have specified.

## Deleting pages

Nitro lets you easily delete pages from your PDF documents, so there's no need to go back to the source document. You can do this via the Pages panel or the Edit menu.

### To turn on the Pages panel, do one of the following:

- Select the Show/Hide Document Panel  toolbar button.
- Choose View > Navigation Panel > Pages.
- Use the F6 shortcut key.

### To extract pages with the Delete Pages dialog:

1. Choose Edit > Pages > Delete, or right-click in the Pages panel and choose Delete.
2. Specify the pages to delete.

### To extract pages with the Pages panel:

1. In the Pages panel, select the pages to delete. To select more than one page, hold down Control as you click. To select a whole range of pages, hold down Shift and left-click on the first and last pages of the range
2. Press the Delete button on your keyboard.

## Splitting PDF files

The split pages feature offers a rich set of methods for extracting pages from a PDF file to separate files.

- Split into files of n pages — split into files containing n pages per file.
- Split by bookmarks — split files based on bookmark hierarchy
- Split by page ranges — split individual pages and page ranges.
- Advanced splitting — odd and even, complex file naming, updating bookmarks, links and named destinations.

### To open the Split File dialog:

1. Do either of the following:
  - Choose Edit > Pages > Split.
  - Press Shft + Ctrl + P.

### Split into files of n pages

This method splits the open PDF document into a series of files, which contain 'n' pages in each file. For example, entering '4' would split the document into a series of new PDF files each containing four pages.

### To split into 'n' pages:

1. Do either of the following:
  - Choose Edit > Pages > Split.

- Press Shift + Ctrl + P.

2. Select and open the source PDF file to be split.
3. Select 'Split PDF Into files of' by checking on the radio button.
4. Enter the number of pages in which to split the PDF file.
5. Select the destination folder where the PDF files will be stored following splitting. This can be set to the same as the source folder, or in the folder of the user's choice.
6. Enter the base filename and the destination folder. The base filename will be used as a starting point in the filename of the resulting output.
7. Click 'Split' to start processing.

## Split by bookmarks

This method will split a PDF file by its bookmarks. Each page that is bookmarked will be the start of a new PDF, and the title of the bookmark will be used as the name of the file.

All subsequent pages will be added to the new PDF stopping at the next bookmarked page. You will be given a chance to choose the level of bookmarks to use in the Split function.

### To split by bookmarks:

1. Do either of the following:
  - Choose Edit > Pages > Split.
  - Press Shift + Ctrl + P.

2. Verify that the PDF to be split has bookmarks.
3. Select 'By bookmarks starting at Level' as the method of splitting.
4. Browse for the destination folder where the PDF files will be stored following splitting. This can be set to the same as the source folder, or in the folder of the user's choice.
5. Click the 'Split' button to initiate processing.

## Split by page range

This method of splitting will split a PDF file into smaller PDF files containing one or more pages. This method gives you the most advanced splitting techniques, including the ability to split based on odd and even pages, the ability to reverse the order of pages, and the ability to merge and combine complex page ranges into new PDF files.

### To split by page range:

1. Do either of the following:
  - Choose Edit > Pages > Split.
  - Press Shft + Ctrl + P.
2. Select Split PDF 'by page range.'
3. Select the destination folder where the PDF files will be stored following splitting. This can be set to the same as the source folder, or in the folder of the user's choice.
4. Enter the page ranges you want to split into each file. Page ranges should be separated by commas and semicolons used to separate files. (See the list below for detailed instructions.)

5. Enter the base filename for the split process and then specify the destination to save the files to. The base filename will be appended to the resulting smaller PDF files after the split process.
6. Click the 'Split' button to initiate processing.

## Split by page parameters

Below are explanations and examples of the parameters you can use for advanced page range splitting.

### Parameter: ";" (Semicolon) / Function: File Separator

- "1-20; 21-40" would create two new PDFs — one containing pages 1-20, the other containing pages 21-40.

### Parameter: “-” (Hyphen) / Function: From/To

- "1-5" would extract pages 1 through 5 into a new PDF. "5-1" would extract pages 5 through 1 into a new PDF (reverse order is + only).

### Parameter: "," (Comma) / Function: Page separator

- "1-20, 30-40" would create a single PDF containing page 1-20 and 30-40.

### Parameter: "odd" (Odd only) / Function: Odd page

- "1-20 odd" would create a single PDF containing only the odd pages within the range of 1-20.

### Parameter: "even" (Even only) / Function: Even page

- "1-20 even" would create a single PDF containing only the even pages within the range of 1-20.

## Split by pages parameters example:

An example string is shown below, inverted commas (") are for demonstration purposes only:

- "1-20 odd, 21-40 even, 41-45, 50; 50, 45-41, 40-21 even, 20-1 odd"

The example string would perform the following:

1. Create one PDF containing the following (in this order):
  - All odd pages from 1-20.
  - All even pages from 21-40.
  - Pages 41-45.
  - Page 50.
2. Create a second PDF containing the following (in this order):
  - Page 50.
  - Pages 45-41 (reverse order).
  - All even pages from 40-21 (reverse order).
  - All odd pages from 20-1 (reverse order).

## General splitting options

**Enable Fast Web View.** Restructures the PDF file so that it can be served a page-at-a-time over the Web. This means when you put PDFs on a Web site, when users open them, the pages will load faster — the user will not have to wait till the whole document is downloaded to start viewing the contents.

**Update Navigational Elements.** This feature updates all of the bookmarks, links and named destinations so that they remain connected to the proper page. That is, if you split a document into a series of smaller documents, all the links will be converted to cross-document links.

**GoTo** links, which are links within the document, are adjusted to stay connected to the proper page, even if the pages end up in a different order in the final document. If pages are arranged such that the page linked from ends up in a different file than the page linked to, the GoTo link is changed into a GoToR link, which is a link that goes from one file to another. GoToR links and Launch actions, both of which reference an external file, that use a relative pathname will be adjusted to take into account the difference if the files created by splitting are in a different directory from the original file. If you split a file with named destinations the named destinations will be inserted into the files and each adjusted to continue pointing to the correct page. Links that use named destinations within the original document will be changed from GoTo to GoToR links as necessary if source and destination end up in different files. The links will still use named destinations. Bookmarks are copied into all files and are adjusted just as the links are.

**Show Progress Report.** Shows a description of the split process in the status bar. You may find that this will make the split process run slightly slower, but it will give a description on the status of each stage of the splitting process. It's particularly useful when you're doing large and complex splitting jobs.

**Support identical form field.** Inserts pages into the target files, page-at-a-time. Whilst this is much slower, it will ensure that PDF files that contain form fields with identical names will still function correctly.

Update title using output filename. Uses the filename (without the .pdf extension) as the document information's title for all output files.

**Bookmarks.** After processing, the following options can be applied to bookmarks within the target files:

- Expand all
- Collapse all
- Expand local  
(Expands the bookmarks that link to pages within each split file.)
- Do not change

## Destination folder and filename settings

The filename for the files resulting from the split is constructed by adding a changing suffix to a specified base filename.

The base filename can be specified in the Base filename edit box or derived from each file dynamically by selecting the "Use filename" checkbox.

The target filename additions are as follows:

- A number — a number that is incremented for each new file.
- A padded number starting at — an incrementing number padded with leading zeros. You can specify a starting point

for the number or padded number options in the box labeled Number, following the target filename combo box.

- The page range (pxx-pyy) — the start and end page of the pages from the original document.
- A letter — an incrementing letter (eg. A-Z, AA-ZZ, etc...).
- Nothing — used in splitting by bookmarks or page marks where the base filename changes for each file.

The files are saved in the folder specified in the Destination Folder box or the source folder, if that option is selected.

# PDF Editing

Copying text and pasting text in PDFs

Copying and pasting objects and images

Copying and pasting to and from other applications

Inserting objects and images

Adding clip art

Adding headers, footers and watermarks

Editing text

Editing objects and images

Aligning text, objects, and images

Grouping text and objects

Adding Bates numbering

With proper PDF editing tools the amount of time you spend switching between different programs and file types drops. Nitro includes an extensive set of tools to fix the text, graphics and pages in your existing PDFs, as well as prepare and polish them for distribution.



**note** For help on other PDF editing features such as inserting, reordering, extracting, cropping and deleting pages, see the Assembly section.

### Nitro includes manipulation tools to:

- Copy and paste from and into PDFs.
- Copy and paste between PDFs and other application documents.
- Edit text and graphics.
- Add headers, footers, and watermarks.

## Copying and pasting text in PDFs

Nitro provides you a number of options for modifying text in PDF documents and exchanging text between PDFs and other application documents. Copy and paste features in Nitro make it one of the best tools available to you for editing PDF content.

### Copying text

Nitro provides you several different ways to copy text. Once you copy text to the clipboard, the text is ready to paste into PDFs or in other application documents.

### Copying text on a page

Nitro provides several options for the amount of text you want to copy. If you intend to edit text appearing on a single page, you have options for selecting individual text blocks or selecting all text on a page.

## To copy a block of text on a page:

1. Select the Select Text tool by either of the following:
  - Select the Select Text  toolbar button.
  - Choose Tools > Select Text.
2. Highlight the text to copy and do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.

To paste the copied text, see Pasting text.

## To copy all text on a page:

1. Click the Single Page tool  in the Status Bar.
2. Select the Select Text tool by either of the following:
  - Select the Select Text  toolbar button.
  - Choose Tools > Select Text.
3. Click the cursor in any text block.
4. Do one of the following:
  - Select Edit > Select All.
  - Press Control + A.
5. Do one of the following:



**note** You have two different text tools in Nitro used for different purposes.

The Select Text tool  appears in the Basic toolbar and is used only for selecting text. The Edit Text tool  appears in the Advanced Edit toolbar and is used for selecting and editing text.

- Click Control + C.
- Choose Edit > Copy.
- Right-click and select Copy.

All text on a single page is selected.

## Copy all text in a document

1. Click the Continuous  tool in the Status Bar.
2. Select the Select Text tool by either of the following:
  - Select the Select Text  toolbar button.
  - Choose Tools > Select Text.
3. Click the cursor in any text block.
4. Do one of the following:
  - Select Edit > Select All.
  - Press Control + A.
5. Do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.

All text on a single page is selected.

## Copying text as objects

Although text may be set in contiguous bodies (such as a series of paragraphs) in authoring programs, the text often appears in multiple blocks when converted to PDF. You can select any block of text or press Shift and click additional blocks and copy them to the clipboard. When copied in this manner the text is copied as an object, but text attributes remain in effect. Text copied in this manner can only be pasted back into a PDF document you cannot paste the text into other applications like MS Word if using the Edit Object tool.

You might copy text in blocks to preserve the formatting including tabs, indentations, etc.

### To copy text as an object(s):

1. Select the Edit Object tool  by either of the following:
  - Select the Edit Object  toolbar button.
  - Choose Tools > Editing > Edit Object.
2. Click on any text block.
3. Do one of the following:
  - Press Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.
4. The text is selected as an object.



To select multiple objects on a page, drag the Edit Object tool through the objects you want to copy. When you release the mouse button all objects intersecting the marquee are selected and ready to copy.

## Pasting text

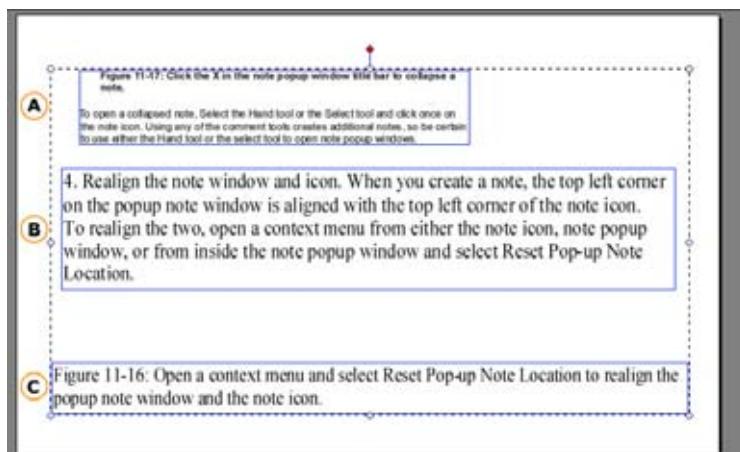
Depending on what method you use to copy text, you have options for where the text can be pasted. You can paste text in the same PDF document, on a new blank page in the same document, on a page in another PDF document, or in another authoring program document.

### Pasting text on a page in the same document

You can use any tool capable of copying text and paste the text on a page in a PDF file.

#### To paste text on a page in the same PDF document:

1. Select the text with one of the following tools:
  - Click a text block with the Edit Object  tool.
  - Drag through text with the Select Text  tool.
  - Drag through text with the Edit Text  tool.
2. Do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.
3. Do one of the following:
  - Select Edit > Paste.
  - Select the Edit Object tool, right-click, and select Paste.
4. The text is pasted on a PDF page.



Text is pasted from text copied with the A) Edit Object tool, B) Select Text tool, and the C) Edit Text tool.

## Pasting text on a page in a different PDF document

You can use any tool capable of copying text on a page in a PDF and paste the text on a page in another PDF document.

### To paste text on a page in the same PDF document:

1. Select text on a PDF page with one of the following tools:

- Click a text block with the Edit Object  tool.
- Drag through text with the Select Text  tool.
- Drag through text with the Edit Text  tool.

2. Do one of the following:

- Click Control + C.
- Choose Edit > Copy.
- Select the Edit Object tool, right-click, and select Copy.

3. Open a second PDF document.



Text can be pasted with the Edit Text tool using a context menu only when you select text to replace. If not, text is selected at the time you want to paste text, the Paste context menu command is grayed out.

4. Do one of the following:
  - Select Edit > Paste.
  - Select the Edit Object tool and open a context menu. Select Paste from the menu commands.
5. The text is pasted on a PDF page in another file.

## Pasting text from two PDF pages

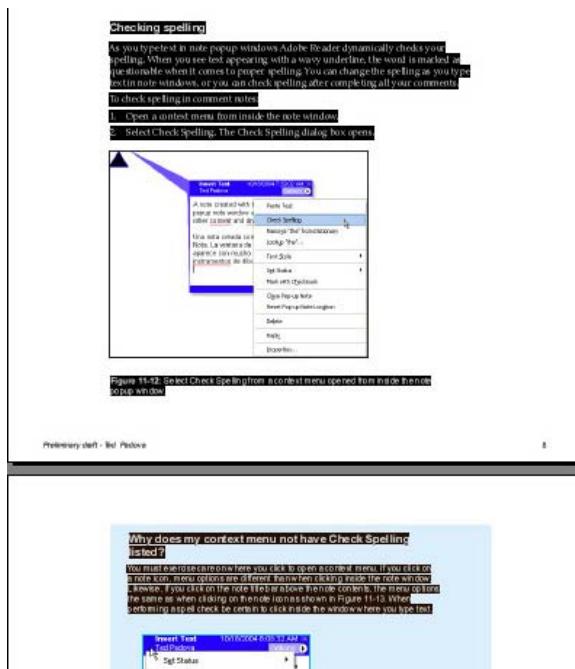
You can copy a body or block of text that flows across two or more pages and paste the copied text on a single PDF page in the same PDF file or another PDF document.

### To paste text copied from two or more PDF pages:

1. Click Continuous  in the Status bar to view the PDF in a Continuous pages mode.
2. Drag through text with the Select Text  tool.
3. Do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Select the Edit Object tool, right-click, and select Copy.
4. Do one of the following:
  - Navigate to a target page in the same PDF document.
  - Open a second PDF document and navigate to the target page.

5. Do one of the following:

- Select Edit > Paste.
- Select the Edit Object tool and open a context menu. Select Paste from the menu commands.



Only the Select Text tool can be used when copying text from two or more pages.

To copy text across two or more pages, change the page layout to Continuous and select text with the Select Text tool. The text is pasted on a PDF page.

## Copying and pasting objects and images

Objects can be either text blocks or illustrations originally created in a vector art program such as CorelDraw or Adobe Illustrator. Images are raster files with formats such as JPEG, BMP, TIF, etc. Both objects and images can be copied and pasted from and to PDF documents in Nitro.

## Copying and pasting objects and images

To copy objects and images in Nitro, you need to use the Edit Object tool. None of the text selection methods work with objects and images. Once copied, the object or image can be pasted on a PDF page.

### To copy and paste an object or image:

1. Select the Edit Object tool by either of the following:
  - Select the Edit Object  toolbar button.
  - Choose Tools > Edit Object.
2. Click on an object or image and do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.
3. Paste the object or image on another PDF page in the same document or another PDF file.

## Selecting images

With Nitro it's easy to copy a section of a page in a PDF document, convert it to an image, and paste it into a PDF page or create a new PDF from it using the Create PDF from Clipboard tool. This tool is particularly handy when you need to copy both text and an object or image together.

1. Select the Select Image tool by either of the following:
  - Select the Select Image  toolbar button.
  - Choose Tools > Select Image.
2. Drag open a marquee around the part of the page to copy and do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.
3. Paste the object or image on a page in the same document or another PDF file.

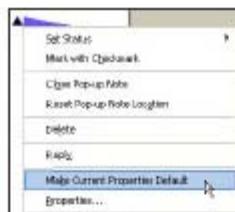


Figure 11-11: Open a context menu on the note icon and select Make Current Properties Default to change the default for all subsequent notes you add to the file. © 2012 Nitro Software, Inc. All rights reserved. Adobe is a registered trademark of Adobe Systems Incorporated.

#### Checking spelling

As you type text in note pop-up windows, Adobe Reader dynamically checks your spelling. When you see text appearing with a wavy underline, the word is marked as questionable when it comes to proper spelling. You can change the spelling as you type text in note windows, or you can check spelling after completing all your comments.

To check spelling in comment notes:

1. Open a context menu from inside the note window.
2. Select Check Spelling. The Check Spelling dialog box opens.

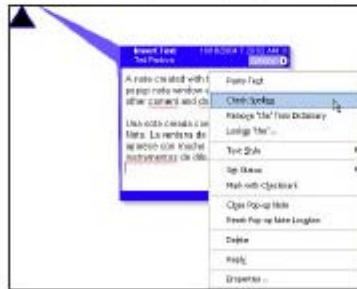


Figure 11-12: Select Check Spelling from a context menu opened from inside the note pop-up window. © 2012 Nitro Software, Inc. All rights reserved. Adobe is a registered trademark of Adobe Systems Incorporated.

Taking snapshots is particularly helpful when you need to copy and paste images and text together. **A.** Area targeted for copying.

## Copying and pasting to and from other applications

Nitro includes unique tools that allow you to copy text and graphics straight out of Word, Excel, web pages and many other applications, and paste them straight into your PDF documents in Nitro. There's no need to convert whole documents, just directly insert the section you want into your PDFs.

### Copying from Nitro to other applications

You can copy, text, graphics, or both from Microsoft Office applications to Nitro PDF pages.

#### To copy and paste text and graphics into your PDF documents:

1. Highlight and select the text and graphics from your document (in Word, Excel, web browser, etc.).
2. Click Control + C.
3. Open the PDF document in Nitro you want to insert the content into.
4. Click Control + V (Paste).
5. Wait a moment for the content to be converted automatically, and then it will appear in the PDF document.



If you want to move the block of content, select the

Edit Object  tool from the toolbar, and click on and drag the new content into the correct position.

### Copying from PDFs to other applications

You can copy text from Nitro to other application documents using the Select Text or Edit Text tool. If you want to paste graphics in other application documents, you need to use the Select Image tool.



Although you can use the Edit Text tool to copy text

and paste in other applications, the Edit Text tool often permits you to select only single lines of text in Nitro. If you want to select larger bodies of text, always use the Select Text tool.

## To copy text from Nitro and paste in other application documents:

1. Select text with the Select Text tool.
2. Do one of the following:
  - Click Control + C.
  - Choose Edit > Copy.
  - Right-click and select Copy.
3. Open another application document window.
4. Select Edit > Paste (or Control + C if supported in the application).

## Inserting objects and images

There's many ways of inserting objects and images into your PDF documents in Nitro. In many cases you can even convert the files as you insert them. Nitro comes with a range of tools that let you add objects and images, and they each have a particular purpose.

- Clip Art. Good for adding objects or images to one page.
- Stamps. Good when used in a document review cycle.
- Headers and footers. Add objects such as watermarks, logos, or other images as headers/footers.
- Watermarks. Good when you want advanced control over the layout and appearance, and want to insert objects and text across a large range of pages in a document.

## Adding clip art

With the Clip Art tool it's easy to add graphics and images to any page in your PDF documents, without the need to go back to your source file. Nitro makes it simple to quickly insert and position graphics, logos and pictures. You can even turn images and objects from existing PDFs into Clip Art and reuse them in other PDF documents.

**File types that can be converted automatically then inserted as clip art include:**

- Images. BMP, TIFF, GIF, JPEG, JPEG2000, Photoshop, PNG, etc.
- Documents. PDF, Word, Excel, PowerPoint, Visio, HTML and rich text files.

**To create a clip art file:**

1. Choose Edit > Clip Art > Create Custom Clip Art, or click the arrow to the right of the Clip Art  toolbar button and select Create Custom Clip Art.
2. In the Create Custom Clip Art dialog, click the Browse button and choose the file you want to be a clip art.
3. Specify the group it should be added to. If there are not groups added, name one.
4. Specify the name of the clip art.



Objects, including clip art can be rearranged so they are in front of or behind other page content. To rearrange when the clip art tool is selected, right-click on the object you want to rearrange and choose whether to bring the object to the front or to send it to the back.

**To add or insert clip art to a PDF document:**

1. Choose Edit > Clip Art > Show Clip Art, or select the Clip Art  toolbar button.
2. In the Clip Art palette, to insert the clip art into the PDF, do one of the following:



**tip** In some cases vector based graphics will appear

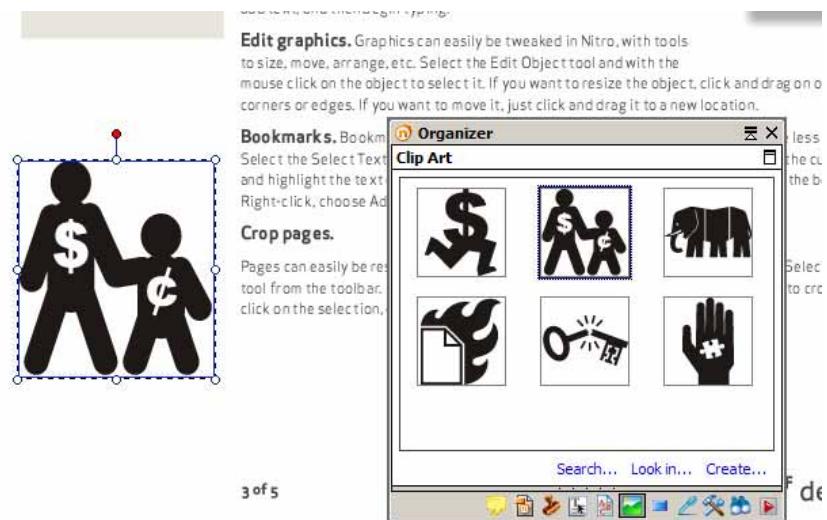
in PDF documents to be comprised of numerous small objects, making it difficult to modify them easily. You can group (or ungroup) objects on the page by selecting them, right clicking and selecting whether to group or ungroup them.

- Double-click on the clip art.

- Drag and drop the clip art on to the page.
- Right-click and select Insert.

3. To adjust the layout and size of the clip art, do any of the following:

- To change position on the page, right-click on the clip art and drag the object into position.
- To resize the clip art, grab any corner or side of the object and drag.
- To rotate the clip art, grab the pointer above the clip art and turn the object clockwise or counterclockwise.



Clip art can be added to pages from pre-defined clip art illustrations, or custom illustrations you add to the clip art library.

## Adding headers, footers and watermarks

Nitro includes a powerful set of tools for making late changes in your PDF documents. Using the Watermark tool you can quickly insert text and graphics across one or more pages in a document, and place them in front of or behind existing page content. Watermarks can even be set to only display on screen, or only when the document is printed.

These kinds of edits are useful when you don't want to go back to the source document (Word, Excel, etc.) to recreate it. The tool is particularly useful when you want to add things like company logos, page numbers, the date, document title watermarks, headers and footers. Best of all, you can copy, combine, and reuse them.

Watermarks can be made from numerous filetypes, both image types and document types. Even pages from Word, Excel and PowerPoint files can be inserted directly in as watermarks, headers and footers. The watermarks are reusable and also can be combined together to make watermarks containing graphics and text.

### Examples of how watermarks can be used:

- Dynamic stamps. Automatically insert dynamic information like page numbers, author, document title, date and time.
- Headers. Insert document title, chapters and date information.
- Footers. Insert page numbering, date and time information automatically.
- Watermarks. Retain your corporate identity by applying company logos and other marks to your documents.

- Document status. Apply watermarks — like Reviewed, Approved, Draft, etc. — so your team always knows the status of the documents being shared.

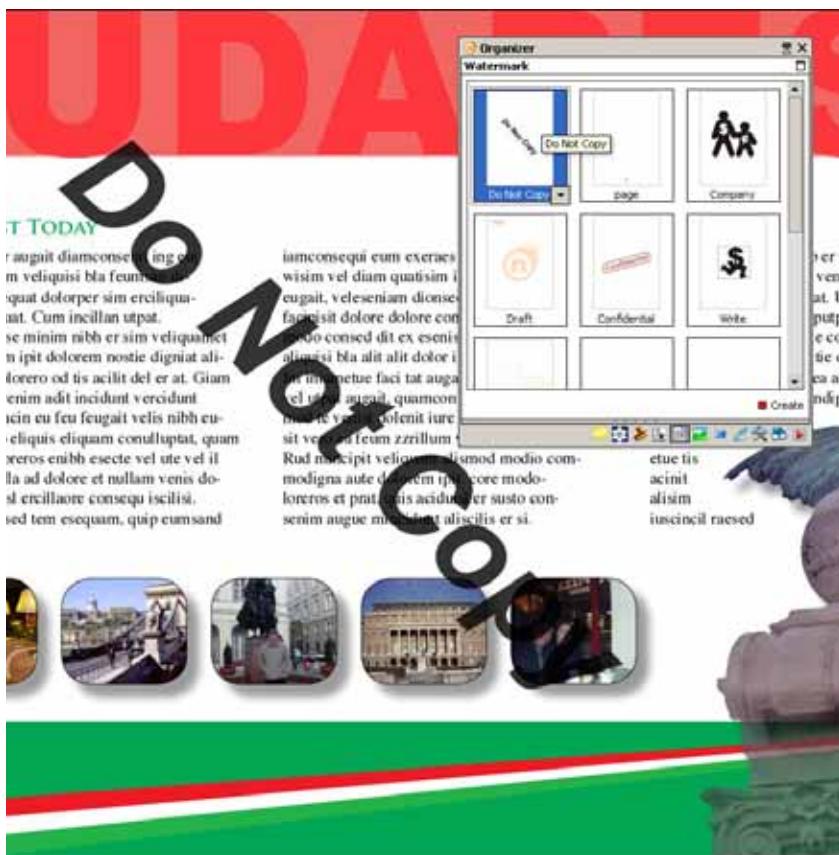
#### File types that can be directly inserted as watermarks include:

- Images. BMP, TIFF, GIF, JPEG, JPEG2000, Photoshop, PNG, etc.
- Documents. PDF, Word, Excel, PowerPoint, Visio, WordPerfect, HTML, rich text files, etc.

#### To create an image-based header, footer, or watermark:

1. Choose Document > Watermark > Create Watermarks, or click the arrow to the right of the Watermark  toolbar button and select Create Watermark.
2. Enter the name of the watermark.
3. Set the type of watermark as Image/PDF.
4. Click the Browse button and choose the file you want to be a watermark.
5. To set the watermark properties do any of the following:
  - Specify which page from the source file should be the watermark.
  - Resize using the width and height tools.

- Specify the rotation of the watermark.
- Choose whether the watermark should cover the whole page area.
- Specify the position on the page where the watermark should appear.
- Choose whether to make the watermark span one or two pages, using the Cross-pages checkbox.



A watermark applied to a page.



Watermarks can be made from numerous file types

both image types and document types. Even pages from Word, Excel and PowerPoint files can be inserted directly in as watermarks, headers and footers.

## To create a text-based header, footer or watermark:

1. Choose Document > Watermark > Create Watermarks, or click the arrow to the right of the Watermark  toolbar button and select Create Watermark.
2. Enter the name of the watermark.
3. Set the type of watermark as Text.
4. In the Text field, insert your text or dynamic text. To add dynamic text — including page numbers, date, time, author and title information — select any of them from the Macro drop-down list and click Add.
5. To set the text properties then do any of the following:
  - Select the font the text should use to display.
  - Specify the font size.
  - Specify the font color.
  - Specify the rotation of the text watermark.
  - Choose whether text should appear as an outline or filled with the colour specified.
  - Specify the position on the page where the watermark should appear.
  - Choose whether to make the watermark span one or two pages, using the Cross-pages checkbox.



**note** Some fonts may not display properly for other users if they don't have them installed. Some will work fine because everyone will have them installed. If you are unsure about the fonts other users have, it's best to stay with fonts like Times New Roman, Times, Courier and Symbol.

## To create a composite header, footer or watermark:

1. Choose Document > Watermark > Create Watermarks, or click the arrow to the right of the Watermark  toolbar button and select Create Watermark.
2. Enter the name of the watermark.
3. Set the type of watermark as Composite.
4. Select the watermarks you want to include and click Add.

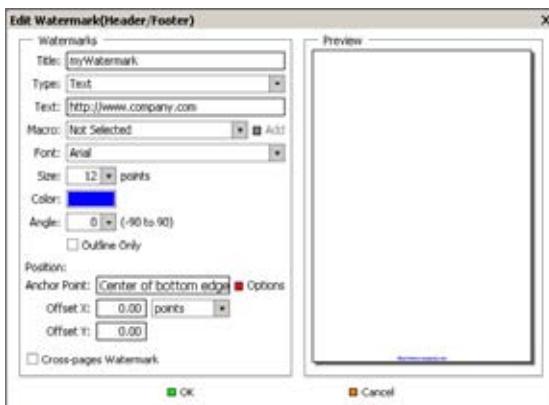
## To add or insert a header, footer or watermark:

1. Choose Document > Watermark > Show Watermarks, or select the Watermark  toolbar button.
2. In the Watermark palette, select the watermark to add to the PDF, and do one of the following:
  - Drag and drop the watermark on the document.
  - Right-click the watermark and select Apply.
3. In the Watermark Settings dialog, set any of the following:
  - Opacity of watermark. This is particularly useful when a watermark is in front of page content.
  - Choose whether the watermark is in front of or behind the page contents.
  - Choose whether the watermark is included when the document is printed.



If you're planning to make many small or several major text corrections to a document, it's better to go back to the source file and make the changes there — you'll have more precise control over the exact layout and look, and there may be an opportunity to automate the corrections to save time.

- Choose whether the watermark is displayed when the document is viewed on-screen.
- Specify on which page(s) to apply the watermark.
- Specify whether watermarks should be restricted to just odd or even pages.



Create custom headers, footers, and watermarks in the Watermarks palette.

## Editing text

Nitro includes all the text editing tools required for making last-minute corrections and updates to PDF documents, without the need to go back to the source files in Word, Excel, WordPerfect, and so on.

The Edit Text tool is good for quickly fixing typos and making minor formatting changes to text — for example, changing the font used, its spacing and its colour. While the Edit Object tool lets you move text blocks, rearrange them, resize and even rotate them for more creative editing.

### To edit text in a PDF document:

1. Select the Edit Text tool by either of the following:
  - Select the Edit Text  toolbar button.
  - Choose Tools > Editing > Edit Text.
2. Left-click between the letters where you want to edit. To edit more than one letter at a time, left-click and drag the tool to select it.
3. Right-click and select Properties.
4. In the Edit Text Properties dialog do any of the following:
  - Select a different font for the text highlighted. Optionally embed and subset to ensure others can view the text.
  - Change the fill color to modify the font color
  - Add stroke color (the color around the outer edge of each letter).



If you don't have the font installed that you are trying to edit, and it has not been embedded, you may not be able to edit the text. It's important to understand that if you are working on a PDF document and you want to correct or modify the text it contains, it's essential you either have the font installed on your computer or have it embedded in the document. Some fonts will work fine because everyone will have them installed. If you are unsure about the fonts other users have and you want them to be able to modify the text, it's best to stay with fonts like Times New Roman, Times, Courier, and Symbol.

- Increase the stroke width.
- Change the font size.
- Set whether character spacing should be higher or lower.
- Set whether word spacing should be higher or lower.
- Increase scale of text horizontally.
- Increase the baseline to shift text vertically above or below the line (or 'baseline') on which the font is positioned.



Change text properties for text selected with the Edit Text tool in the Edit Text Properties dialog box.

## To edit blocks of text with the Edit Object Tool:

1. Select the Edit Object tool by either of the following:

- Select the Edit Object  toolbar button.
- Choose Tools > Editing > Edit Object.

2. Left-click on the block of text to edit and do any of the following:

- Select the red pointer above the object to rotate the object clockwise or counterclockwise.
- Select the object and drag to a new position.
- Select any side or corner to resize the text block.
- Right-click and select whether the object should be rearranged so it is in front of or behind another object.
- Right-click and select whether to group or ungroup.

#### To resize or scale text objects proportionally:

1. Choose View > Grid and also View > Snap to Grid.
2. Select a corner of the object and drag, ensuring the same amount of grids are changed both horizontally and vertically.

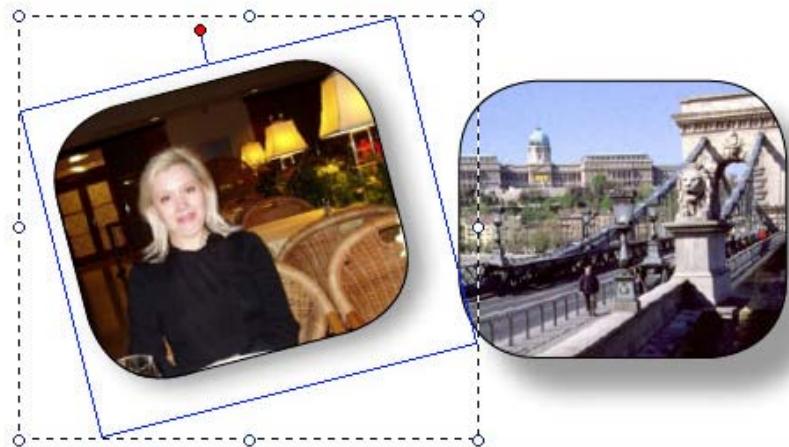
## Editing objects and images

Nitro provides you with all the tools for adjusting and modifying images and objects in your PDF documents. You can easily adjust the size, rotation and positioning, insert additional objects, and even reuse the same object in multiple documents.

#### To edit objects and images in PDF documents:

1. Select the Edit Object tool by either of the following:
  - Select the Edit Object  toolbar button.
  - Choose Tools > Editing > Edit Object.
2. Left-click on the object to edit and do any of the following:

- Select the red pointer above the object to rotate the object clockwise or counterclockwise.
- Select the object and drag it to a new position on the page.
- Select any edge or corner to resize the object.
- Right-click and select whether the object should be rearranged so it is in front of or behind another object.
- Right-click and select whether to group or ungroup.



Select text or an object and drag the handle with a red circle to rotate.

## Aligning text and objects to the grid

With Nitro you can easily move and realign objects on any page. It's also useful when you're resizing and you want to maintain the same proportion. The Grid tool works well when you're inserting graphics and form fields.

### To turn on the grid, do the following:

1. Choose View > Grid and also View > Snap to Grid.

## Grouping and ungrouping objects

You may find in some cases (often for vector-based graphics) that the object is comprised of many small objects and is therefore hard to modify, or you might find you want to modify multiple objects simultaneously. With Nitro it's easy to group or ungroup these kinds of objects.

### To group using the Edit Object tool:

1. Do either of the following:
  - Select the Edit Object  toolbar button.
  - Choose Tools > Editing > Edit Object.
2. Select the objects, hold down the Shift key as you choose them.
3. Right-click and select Group.

### To ungroup using the Edit Object tool:

1. Do either of the following:
  - Select the Edit Object  toolbar button.



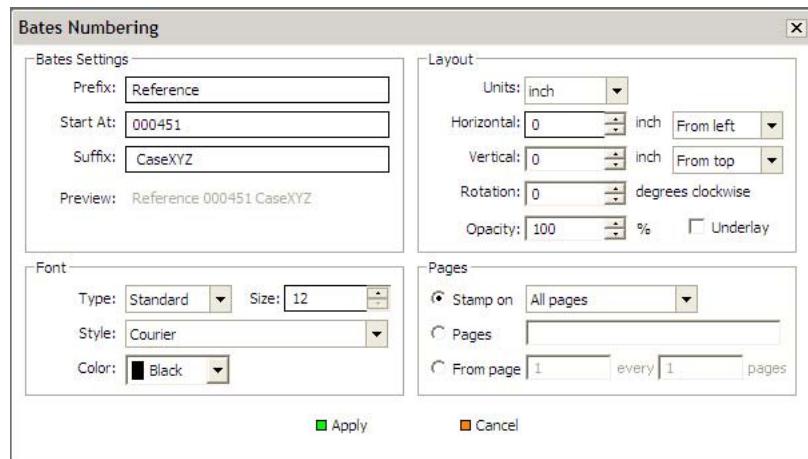
1. You can change the grid size and color in Preferences.

2. If you make a mistake and release the mouse button too soon, select Edit > Undo. Nitro returns you to the last rotated view.

3. To select multiple objects, hold down the Shift key as you select them. In some cases the Edit Object tool selects a larger object than you may expect. Try right clicking on the object and selecting Ungroup.

## Adding Bates numbering

Bates numbering is useful in legal and other industries that need all pages in a document collection to be labelled, accounted for and easy to locate. Bates numbering allows you to add unique numbering to pages in PDFs. You can apply a six-digit number that increments one number on each page. You can start the numbering at any point — meaning you can continue numbering on from one document to the next — and you can add other identifying information as prefixes or suffixes to the number.



### To add bates numbering:

1. Choose Document > Bates Numbering.
2. In the Bates Settings section of the window, enter the number at which to start the Bates numbering. Optionally, specify a prefix and/or suffix to the number.
3. Do any of the following:
  - Specify the font type, style, size, and color.

- Specify the placement of the numbering on the page, opacity, and if to underlay it beneath the page content.

4. Set the page(s) to apply the numbering to.
5. Click Apply.

## Layout Properties

**Units.** Select CM, MM or Inches from the drop down.

**Horizontal Position.** Select the horizontal point of reference for the stamp. Use the right, left and center options to get the basic placement on the page, and then use the Horizontal field to control the precise placement.

**Vertical Position.** Select the vertical point of reference for the stamp. Use the right, left and center options to get the basic placement on the page, and then use the Vertical field to control the precise placement.

**Rotation.** Rotate your stamp by a value between -360° and 360°.

**Opacity.** Apply opacity to your stamps to create a watermark effect.

**Underlay.** Places the stamp below all objects on the PDF document.

## Font Properties

**Font type.** Choose from either 'System' or 'Standard' font types. System refers to the fonts present on your computer.

**Font Size.** Set the size of your font.

**Font Color.** There are a number of standard colors to choose from. Click the drop down arrow to select a color. Choose 'Custom' to define a custom color. Colors are defined in the RGB color space



# PDF Interactivity

[Creating bookmarks](#)

[Automating bookmark creation](#)

[Editing bookmarks](#)

[Using links](#)

[Using buttons](#)



**tip** To quickly make your document easier to navigate, add a bookmark link to each main heading or section.

Nothing makes your PDF documents come alive more than creating hyperlinks for more dynamic viewing. Nitro provides you with tools such as bookmarks, links, and buttons that can be assigned many different properties for invoking actions such as page viewing, file opening and a host of other interactive functions.

## Creating bookmarks

Bookmarks in Nitro add a powerful interactive aid that makes reading, navigating and using PDF documents locally and on-screen much easier. The bookmarks are displayed in the Bookmarks panel to the left of the document and when they are selected they can perform many different actions — link to pages in the current document or to pages in other PDFs, link to other files and Web pages, perform advanced actions that modify forms and add interactivity via JavaScript.

The most common use of bookmarks — to link to different pages within the document — is one of the simplest and most effective ways to enhance a PDF document, instantly making it more usable and useful. If they're well laid out, bookmarks will help the user understand the basic structure of long documents. Best of all, including bookmarks like this will hopefully encourage people to read your documents on-screen instead of wasting paper by printing them.



**tip** You can set the initial view of a document so that it opens with the Bookmarks panel already displayed. Go to View > Navigation Panel > Properties > Initial View and choose the Page View and Bookmarks Palette option.

### Setting actions:

Bookmarks as well as links and form fields have associated actions you assign to them. You have several choices for assigning actions that include:

### Go to page in this document.

This action is one of the more common action types assigned to bookmarks. You assign a link to a page and a view. For example, page 3 at 75% view.

**Go to page in another document.** This action is a link to a specific page in another PDF file. Quite often you click a bookmark, link, or button and the action opens the first page in another document. However, you are not limited to opening the first page. You can open any page in another document.

**Open a web link.** This action assigns a Web address URL. When a user clicks a bookmark, link, or button assigned to a URL, the user's default Web browser opens and the URL page opens in the Web browser.

**Open a file.** This action is similar to Go to a page in another document. Use this action when you want to open a file assigned the page to open in the Initial View options. Most often the initial view is set to open the first page in a document.

**Show/Hide fields\*.** When you have form fields in a document you can assign an action to show and hide form fields. You might have a form where you have two address sections — one for billing and the other for shipping. If you have a question for a user asking if the billing and shipping address are different, the response for Yes might show hidden fields so a user can fill in the shipping address information.

**Reset a form\*.** When creating PDF forms, you can create a bookmark, link, or button to clear all form data in a document. This action helps users start over when filling in forms.

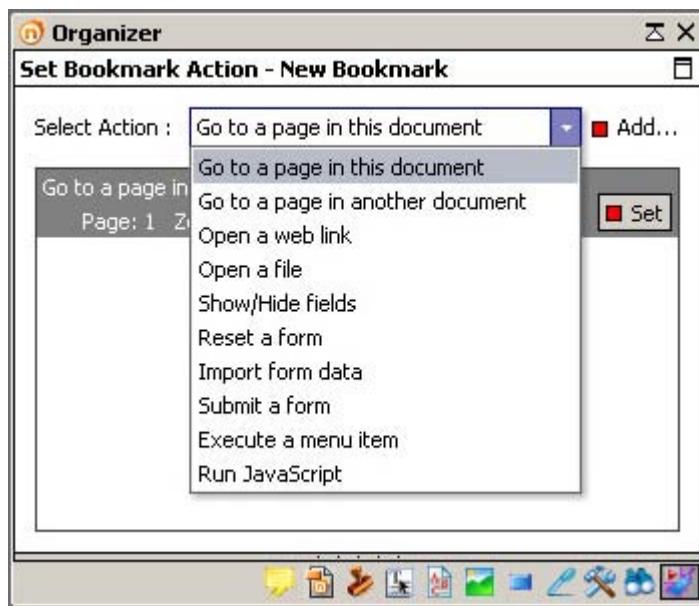
**Import form data\*.** This action enables a user to import form data. You might have several forms all with the same identifying information. The user can click a button and populate all the same form field data used on multiple forms.

**Submit a form\*.** After users complete forms, they typically submit form data to a web address or email address. This action enables you to define submission criteria.

**Execute a menu item.** Almost all your Nitro menu commands are accessible via the Execute a menu item action. Set this action type and you select menu commands to assign to bookmarks, links, or buttons using the same menus as you do when working in Nitro.

**Run JavaScript.** With JavaScript you have an almost unlimited number of actions that can be assigned to bookmarks, links, and buttons. When you select this action, the JavaScript Editor window opens where you write JavaScript code to describe the action.

\* To assign these actions and make them usable, you must have form fields in the PDF document.



The Organizer panel provides all the actions you can assign to bookmarks, links, and buttons.

## Adding bookmarks

You can create bookmarks by selecting text on a page and making it

a bookmark, or by adding an untitled bookmark and then setting and naming it in the Bookmarks panel.

When adding bookmark links to other parts of a PDF document, you can have precise control over the exact view the user will arrive at — you're not limited to just linking to a page. You set up the precise view by positioning the page as you would like it to be viewed, and then you create the bookmark. If you want to link to a particular part of the page, for example zoom in on a table or diagram, then just zoom in to the view you want the bookmark to go directly to.

## Viewing the bookmarks panel

The Bookmarks panel enables you to change bookmark appearances and organization as well as using bookmarks when viewing PDF files. Changing bookmark appearances might involve font styles and colors. Organizing the bookmarks might be nesting them in parent/child relationships.

### To display the Bookmarks panel do one of the following:

- Select the Show/Hide Document Panel  toolbar button, and click the Bookmarks panel  icon.
- Choose View > Navigation Panel > Bookmarks.
- Use the F6 shortcut key and select the Bookmarks panel .

## Adding a bookmark to an open document

The most common bookmark you create is a link to Go to a page in this document. By default, each time you create a bookmark, Nitro assigns this action.



You don't need to open the Bookmarks panel when creating bookmarks. When you select a context menu command to add a bookmark, the bookmark is added and the Bookmarks panel opens automatically.

### To add a bookmark to a PDF document:

1. Navigate to the page and zoom view you want as your bookmark destination.
2. Select the Hand tool and right-click on the page and select Add Bookmark.
3. Type a label for the bookmark (the bookmark text is highlighted and ready for you to type a name).

The bookmark action is automatically assigned to Go to a page in this document by default.

### Auto-naming bookmarks

Text you highlight on a page such as headings, section numbers, table of contents items, or any body text can be captured as a bookmark label when you create the bookmark. Capturing a bookmark label frees you of extra work to label a bookmark each time you create one.

### To turn selected text into a bookmark:

1. Navigate to the page and zoom view you want as your bookmark destination.
2. Select the Select Text tool from the toolbar.
3. With the mouse, click and drag the cursor to select the text for the bookmark label. (Select a chapter number, section number, heading, etc. for your bookmark label).
4. Right-click on the page and select Add Bookmark from a context menu.

The bookmark is labeled according to the selected text and the

action assigned to the bookmarks is Go to a page in this document.

## Cross-document bookmark links

When you assign an action to bookmarks, links, or buttons that open another file, the link is known as a cross-document link. You can link to the opening page in another PDF file or to any page you want as your bookmark destination. To first look at opening another document, use the steps below. To open a page in another document other than the first page, look over the series of steps following later.

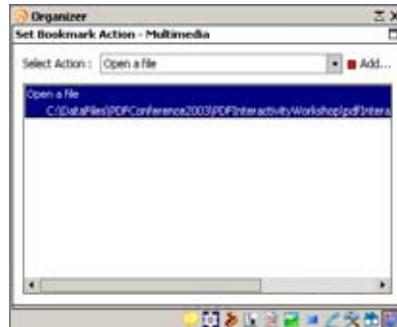
### To add a cross-document bookmark link:

1. Open any page in a PDF document and right-click with the Hand tool.
2. Select Add Bookmark from the context menu.
3. In the Bookmarks panel, type a label for your bookmark.
4. Right-click the bookmark and select Set Action from the context menu.
5. In the Organizer, right-click the default action and select Delete.
6. Open the Select Action drop down menu and select Open a file.
7. Click Add in the Organizer and select a file to open. Click Open.



With Nitro  
you can  
generate  
bookmarks  
**tip**

automatically from  
your Word and  
PowerPoint based on  
the heading styles  
they contain. See the  
Creation section of  
the Nitro user guide.



Set the attributes for Open a file in the Organizer panel.



**tip** When using the Open a file action, you are not limited to PDF documents. You can create a link to any file on your hard drive. When the bookmark is clicked in Nitro, the authoring program that created the document is launched and the target link opens in the application window. Note that you need to have the program that created the document installed on your computer.

## Cross-document links to another page

You can link to any page in a secondary document using bookmarks, links, and buttons. You might have a large document with a table of contents linked to separate PDF files divided into chapters or sections. In each section you might have several subheads. In your table of contents you can list each subhead in a set of bookmarks and link to the respective pages in other PDF files.

### To link to a page in another PDF document:

1. Open a document such as a table of contents or directory.
2. Select Add Bookmark from the context menu.
3. In the Bookmarks panel, type a label for your bookmark.
4. Right-click the bookmark and select Set Action from the context menu.
5. In the Organizer, right-click the default action and select Delete.
6. Open the Select Action drop down menu and select Go to a page in another document.
7. Select the file you want to link to and click Open.

8. In the Go to a page in another document dialog, do the following:

- Click the buttons in the lower left corner to navigate to the page you want to open.
- On the thumbnail view of the page, left-click to set the exact page view.
- Open the drop down menu in the lower right corner and select the zoom view you want to open.
- Click OK to set the action.



Set the attributes for Go to a page in another document in the Organizer panel.

## Linking to web pages

Using bookmarks has advantages over using links and buttons when you want users to access an action on any page in a PDF document. When you add links and buttons, each link/button adds more to the file size in a PDF document. If you have many pages and you want a user to open a web link while viewing any page, a single bookmark can do the job.

**To add a bookmark link to a web address:**

1. Open a PDF document and select Add Bookmark from a context menu.
2. In the Bookmarks panel, type a label for your bookmark.
3. Right click the bookmark and select Set Action from the context menu.
4. In the Organizer, right-click the default action and select Delete.
5. Open the Select Action drop down menu and select Open a web link.
6. Type a complete web address URL in the Open a web link dialog box.
7. Click OK.



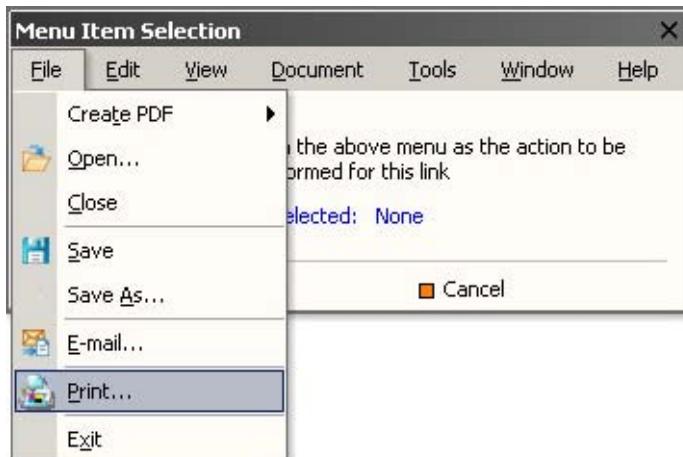
When creating web links, be certain to type the complete URL including http://.

**Executing menu commands**

Using the Execute a Menu Item action with bookmarks, links, and buttons offers you a simple alternative to writing complex JavaScripts to perform similar actions. You can easily select menu commands when using this action type.

1. Open a PDF document and select Add Bookmark from a context menu.

2. In the Bookmarks panel, type a label for your bookmark.
3. Right click the bookmark and select Set Action from the context menu.
4. In the Organizer, right-click the default action and select Delete.
5. Open the Select Action drop down menu and select Execute a Menu Item.
6. In the Menu Item Selection dialog, select a menu command as you would when using the menu bar.
7. Click OK.



Select the menu item you want to execute in the Menu Item Selection dialog box.

## Run a JavaScript

To add JavaScripts to bookmarks, links, and buttons you need some familiarity in writing JavaScript code. If you are new to JavaScript you can gain much knowledge and insight into JavaScript programming by examining JavaScripts in different PDF documents you can download from the Internet.

### To add a JavaScript to a bookmark:

1. Open a PDF document and select Add Bookmark from a context menu.
2. In the Bookmark panel, type a label for your bookmark.
3. Right-click the bookmark and select Set Action from the context menu.
4. In the Organizer, right-click the default action and select Delete.
5. Open the Select Action drop down menu and select Run JavaScript (the JavaScript Editor window opens).
6. In the JavaScript Editor window, type in a JavaScript routine.
  - For example, type a simple routine such as this.  
pageNum++; to advance pages in the document.
7. Click OK.



This code performs an action the same as when clicking the Next Page tool in the Status Bar.



Type JavaScript code in the JavaScript Editor window.

# Changing bookmark appearances

## To display the Bookmarks panel:

1. Do one of the following:

- Select the Show/Hide Document Panel  toolbar button, and then the Bookmarks panel  icon.
- Choose View > Navigation Panel > Bookmarks.
- Use the F6 shortcut key and select the Bookmarks  panel.

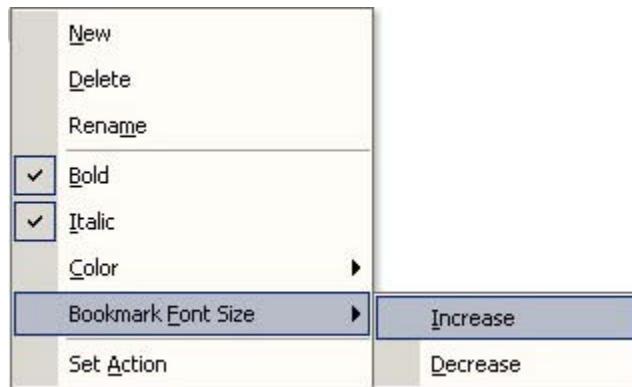
## To change bookmark appearances:

1. In the Bookmarks panel, right-click and choose any of the following:

- Bold to bold the text used for the bookmark label.
- Italic to italicize the text used for the bookmark label.
- Bookmark Font Size > Increase to increase the text size.
- Bookmark Font Size > Decrease to decrease the text size.
- Select Color and choose a color from the pop-up color palette.



**note** To increase or decrease text size, click successively to adjust the type size larger or smaller. Adjustments you make for text size apply to all bookmarks in the Bookmarks panel. Changing type appearances for bold, italic, and color apply only to the bookmark(s) selected when you make the changes.



Make appearance attribute changes in the context menu opened on a bookmark.

## Editing bookmarks

Nitro comes with a complete set of tools for editing, ordering, grouping and deleting the bookmarks in your PDF documents.

### To display the Bookmarks panel:

1. Do one of the following:
  - Select the Show/Hide Document Panel toolbar button, and then the Bookmarks panel icon.
  - Choose View > Navigation Panel > Bookmarks.
  - Use the F6 shortcut key and select the Bookmarks panel.

## Deleting bookmarks

### To delete bookmarks:

1. Select the bookmark and do one of the following:
  - Press the Delete key.
  - Right-click and choose delete.

## Ordering and grouping bookmarks

Bookmarks in PDF documents are easy to update in Nitro. The order in which they are listed in the Bookmark panel can be changed by dragging them around. Additionally, bookmarks can be nested or grouped together so that a parent bookmark has child bookmarks grouped under it — this allows you to have multiple tiers or levels of bookmarks, which become particularly useful when preparing navigation for long, well-structured documents.

### To display the Bookmarks panel:

1. Do one of the following:
  - Select the Show/Hide Document Panel  toolbar button, and then the Bookmarks panel  icon.
  - Choose View > Navigation Panel > Bookmarks.
  - Use the F6 shortcut key and select the Bookmarks  panel.

### To reorder bookmarks:

1. Select the bookmark to move.

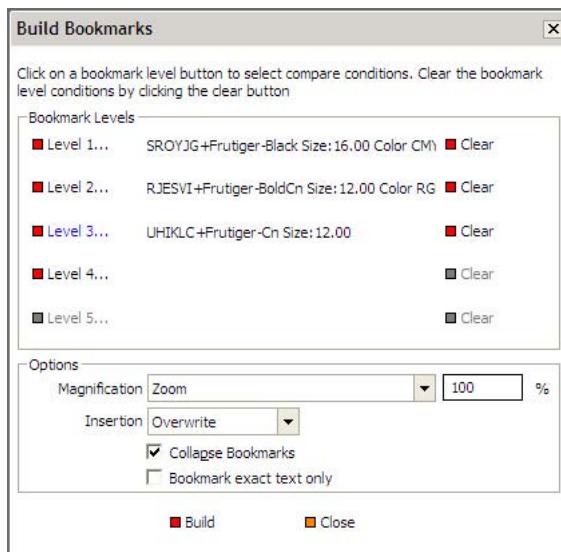
## Automating bookmark creation

The Build Bookmarks feature can totally automate the creation of bookmarks in your PDFs, and with very little effort can greatly enhance the usability of the PDFs you publish.

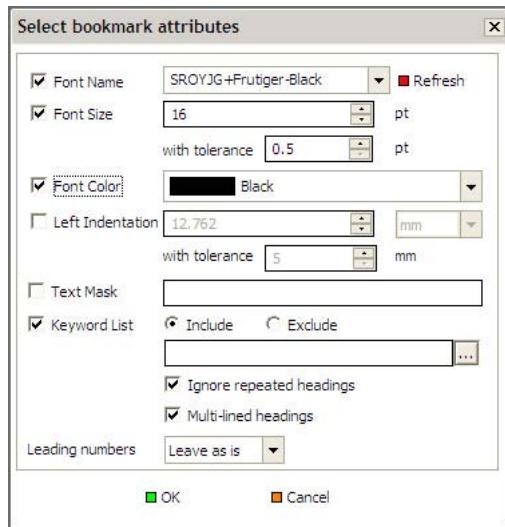
You can use it to generate bookmarks automatically based on the font styles (headings, chapters, etc.) and the layout used in your PDFs. You can also use it to build bookmarks based on the textual and numerical content of the PDF files by using the text masking and wildcards features.

### To create bookmarks automatically:

1. Choose Edit > Bookmarks > Build.
2. In the Build Bookmarks dialog, click "Level 1". This will open up the Select Bookmark Attributes dialog.



3. Enable the checkboxes of the properties that you want to create the bookmarks from.



4. Move the mouse over the PDF document. The pointer will change to a crosshair. Select the text (like a heading) you want to grab the properties from, and drag a rectangle around it with the mouse. Alternatively, you can use the pull-down menus provided to select the properties manually, or you can use a combination of both mouse and manual selections.
5. Once you have made your selections, click OK.
6. You can now create a Level 2 bookmark. To create a Level 2 bookmark just follow Steps 1–4. Once you have created a Level 2 bookmark you can go on to create a Level 3 bookmark, and so on.
7. If you want to remove a bookmark level, simply click its corresponding Clear button in the main dialog. If you clear a bookmark level when there are bookmark levels created below it, they will also become unavailable.
8. Set the Magnification Options you want the bookmarks to open the pages with.

9. Set the Insert Options and Expand/Collapse Options.
10. Set the Bookmark exact text only option. Select this option to create bookmarks from text that matches the exact font style. If this option is not selected, the whole line of text where this font style is found will be bookmarked.
11. When you are happy with your configuration, click Build to commence creating bookmarks.

### To display the Bookmarks panel:

1. Do one of the following:
  - Select the Show/Hide Document Panel  toolbar button, and then the Bookmarks panel  icon.
  - Choose View > Navigation Panel > Bookmarks.
  - Use the F6 shortcut key and select the Bookmarks  panel.

### Bookmark selection attributes

There are five text properties that can be used when choosing the properties that the bookmarks will be created from. Combining the various properties will create bookmarks that only match the criteria of the combined properties. If the text in the document does not meet the requirements of the properties then no bookmarks will be created.

**Font Name.** Creates bookmarks from the selected font. Clicking “Update Font Name” will update the font menu listing to include all the fonts contained in the document. Embedded

fonts will not be included.

**Font Size.** Creates bookmarks from text that conforms to the specified font size

**Font Color.** Creates bookmarks from text that matches the selected text's color.

**Left Indentation.** Creates bookmarks from text with its line indent starting at the specified distance from the left-hand side of the page. An example of line indentation is bullet headings — selecting these bullet headings with the 'Left Indentation' and 'Font Name' properties enabled would produce bookmarks from the bullet headings: Font Name, Font Size, Font Color, Left Indentation and Text Mask (if the 'Font Name' property wasn't enabled, all text with the same indentation as the bullets would be turned into a bookmark).

**Text Mask.** Creates bookmarks from text that matches the characters entered into the Text Mask textbox. Text masking is great when there are no defining bookmark properties, or if you need to selectively filter out certain text that may otherwise become a bookmark.

As Text Masking contains a number of special characters that can be complicated, a section of this User Guide has been dedicated to its use. See section Using Text Masking section for more information on special Text Mask characters.

**Keyword list.** This feature allows you to include and exclude particular bookmarks based on its text label. The keyword list file is simply a text file with a list of words. If you choose to include with a keyword list, then the only bookmarks generated will be ones that include any of the keywords in your list. If you choose to exclude with a keyword list, then no bookmarks will be created that contain any of the words in your keywords list.



**note** The Bookmarks function will select text whose line indentation starts at the start of the rectangle that you draw. It is important to know this, because if you select a section of text whose line indent is not included inside your selection rectangle, then the Bookmarks function will not create a bookmark from that text.



**note** The user should be aware that the Bookmarks feature processes text by lines of text, and produces a bookmark out of the whole line of text. For example, if you specified "sales" in the text mask field, and your PDF document had a line in it with the text "... no major sales this month ...", this whole line of text will be turned into a bookmark.

**Ignore repeated headings.** Creates a bookmark for only the first occurrence of a repeated bookmark name.

**Multi-lined headings.** Creates bookmarks from text spanning over more than one line.

**Leading numbers.** This feature allows you to add or remove leading numbers to bookmarks. For example, if your headings and chapters are prefixed with a numbering system. These leading numbers can be excluded from the bookmark labels that are generated automatically.

**Text masking.** Includes or excludes content as bookmarks based on the Wildcards you specify. Instead of searching a PDF file for the attributes (font name, size and color) and layout (indentation) the Text Mask feature allows you to search the text content of the files to include and exclude text from being made into a bookmark.

Text masking is particularly useful when there are few defining bookmark properties — when the PDF file has not been structured well or consistently — or when you want to filter out bookmarks based on their text-based content.

## Using Text Masking

Text Masking gives you more advanced tools that let you include or exclude content as bookmarks based on the Wildcards you specify. Text masking is particularly useful when there are few defining bookmark properties — when the PDF file has not been structured well or consistently — or when you want to filter out bookmarks based on their text-based content.

**Case sensitive:** Text Masking is case sensitive, so entering "ABC" will create different bookmarks from "abc".

. : The “.” matches one instance of any character.

**Example:** Entering the expression “P.F” into the Text Mask field, it would create a bookmark from any lines of text containing “PDF, PeF, PdF,” etc.

**^:** The “^” only creates a bookmark if the specified text appears at the very start of the line.

**Example:** Entering the text “^abc” will only create a bookmark if the line started with “abc”. If a line of text started with “1.0 abc” no bookmark of it would be created.

**\$:** The “\$” only creates a bookmark if the specified text appears at the very end of the line. If you only want to create bookmarks from lines that only contain the exact text you specify, use both the “^” and “\$” characters.

**Example:** Entering the text “abc\$” will create a bookmark only from text with lines ending with “abc”, so “...xyzabc” would cause a bookmark of that line to be created, but “abcxyz” would not have a bookmark created.

**[ ]:** Any lines containing characters inside the “[ ]” will be created into a bookmark. Characters can be specified literally or as a range of characters.

**Example:** “[abc]” will create bookmarks from any lines containing either a, b, or c. This is opposed to only creating a bookmark from text containing abc if “abc” is entered. “[a-dA-D]” will create bookmarks from lines containing any of the characters between a-d (that is, a,

b, c and d), in both lower and upper-case.

[^] : Any text containing characters inside the “[ ]” and after the “^” will not be turned into bookmarks. This feature is very handy when applied with in conjunction with other bookmark selection properties to stop unwanted bookmarks from being created. Please be aware that conversely this means that any other text not in the “[ ]” will be considered as potential bookmark material. Therefore it is suggested that another bookmark selection property is used in conjunction with this one. If you really want to exclude numbers like 1.0 you would need to modify it to “[^0-9\.]. The “\” is explained below, and is needed because “.” is a considered special character in text masking.

**Example: Entering “[^0-9]” will still create bookmarks containing numbers if the text line contains any other character – 1.0 will be turned into a bookmark because it contains a “.”.**

\ : The “\” character is used when you wish to actually match a special character, such as “.” Or “\$”. These special characters are used in the Text Mask field to perform special text matching.

**Example: Entering “\\$” will search and create a bookmark from text on the document containing a “\$”, ignoring the normal “\$” text mask command.**

\* : Use the “\*” character to create bookmarks from more than one set of characters at the same time.

**Example: Entering “a\*b” will create bookmarks from any line of text containing either a and/or b.**

+ : Use the “+” character to create bookmarks from a set of characters arrayed in a certain order. Bookmarks can be created from the first character(s) before the “+”, however, characters after the “+” can only be bookmarked if the characters before the “+” are also present.

**Example:** Entering “a+b” will create bookmarks from any line of text containing ab, aab, aaab, etc. Any text like ba, or cb, will be ignored.

? : Like the “+” character, the “?” character creates bookmarks from a set of characters arrayed in a certain order, but in this case, bookmarks can be created from characters before the “?” only if the proceeding characters are also present. The characters after the “?” can be used to create bookmarks, irrespective of whether characters before the “?” are present.

**Example:** Entering “a?b” will create bookmarks from any line of text containing ab, abb, or just b.

( ) : Allows characters to be grouped together and be combined with other special characters.

**Example:** “(a\*b)\$” will create bookmarks from lines of text containing either a and/or b, but only if these lines end with a or b.

| : Creates bookmarks from either one set of characters or another.

**Example:** Entering “a | b” into the Text Mask field will create bookmarks from lines of text containing either a or b.

2. Drag the bookmark to just below the bookmark you want it to appear after.
3. When you see a red horizontal line appear, release the bookmark.

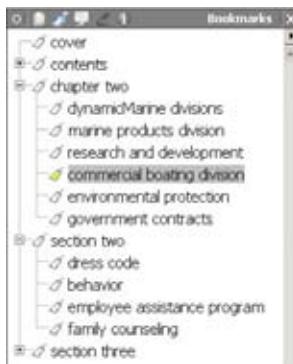
### To group and nest bookmarks:

1. Select the bookmark to nest.
2. Drag it to the parent bookmark you want it grouped or nested under.
3. Once the parent bookmark displays a red line beneath it, drag the bookmark left so it is below the bookmark icon.
4. When you see a red horizontal arrow appear, release the bookmark.



You can edit more than one bookmark at a time.

**tip**  
To select a range of bookmarks already in order, left-click the first one, then hold down Shift and click the last one. To select more than one bookmark that are not next to each other, just hold down Control while you select them.



Bookmarks can be grouped in parent/child relationships. Click the plus(+) to expand a group and the minus (-) to collapse a group.

## Renaming bookmarks

If you have created a bookmark and you want to change its text label, renaming it is easy in Nitro.

### To rename a bookmark:

1. In the Bookmarks panel, do either of the following:
  - Right-click and choose Rename.
  - Left-click once and then left-click twice on the bookmark.
2. Type in the new bookmark text.

## Using links

Links in Nitro add a powerful interactive aid that makes reading, navigating and using PDF documents locally and on-screen much easier. The links are inserted on the pages of your PDF documents and when clicked can perform different actions — link to pages in the current document or to pages in other PDFs, link to other files and Web pages, perform actions that modify forms, and add interactivity via JavaScript.

Links work much like links do on the web. When you hover over them with your mouse the cursor changes to indicate the link is there. When you click a link, an action is performed. You can easily format links in your PDFs so they are invisible or they are visible in a variety of styles.



When you save a document, the last state the bookmarks were in is recorded. For example, if your bookmarks were collapsed, then only the top level would display. If you had some groups of bookmarks expanded and some collapsed, then that is how the bookmarks would appear when the document was opened next.

## Adding links

### To add a link to a PDF document:

1. Select the Link



**note** When you left click once on a bookmark, the bookmark action is invoked such as taking you to a URL or another page. A double click action prepares the bookmark for renaming. If you have actions that open other documents, web links, and so on, you are always best off by using the right-click option and choosing Rename.

2. On the page, click and drag the cursor to add the link. (To move the link, click and drag it.)
3. In the Set Link Action window, select the type of link from the drop down list.
4. Click Add.

## Linking to a page in another document

### To add a link to another page in a PDF document:

1. Select the Link  tool from the toolbar.
2. On the page, click and drag the cursor add the link. (To move the link click and drag it.)
3. Navigate to the page you want to link to by either:
  - The paging controls in the status bar.
  - The scroll bar down the right side of the page.
4. In the Set Link Action window, click the Set button.

To test your link, select the Hand Tool, then click on the link.

## Creating web links

When you create a link to a page in a document, the link action is the same for local and web hosted documents. If you create cross-document links, you need to assign different actions to links for local viewing versus web viewing. The same actions are required when assigning actions to bookmarks and buttons.

To assign cross-document actions do one of the following:

- When assigning cross-document links for files viewed locally on hard drives, CD/DVD-ROMs, or network servers, use the *Open a file* or *Go to a page in another document* action.
- When PDFs are hosted on web sites, use the *Open a web link* action when assigning actions to open cross-document links.

## Editing links

You can control what links look like, including what color they are when visible, as well as how the link area will appear when clicked on. Nitro allows you to lock links so they keep their position and properties. If you are trying to edit a link and its properties are unavailable, it may well be locked.

If you have created a set of links in a PDF and they need to be precisely laid out — for example, when you've added navigation links in the header or footer of a page — use the link aligning tools.

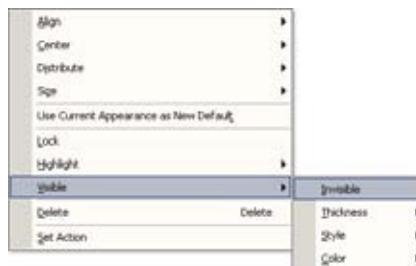
### Editing link appearance

To edit the appearance of links in PDF documents:

1. Select the Link  tool from the toolbar.
2. Right-click and set any of the following:
  - Set the highlight style as invert, outline or inset.
  - Set link as visible or invisible.
  - Set visible link thickness.
  - Set visible link line style.
  - Set visible link color.



**note** You must know the URL address where the target PDF document is located when cross-document linking on web sites before creating the Open a web link action.



Right-click a link to set appearance attributes.

## Setting default styles

You can assign appearance settings for a link, then use the same appearance settings for all subsequent links you create in a PDF document.

### To set the default link style:

1. Select the Link
2. Create a link and set its properties.
3. Right-click on the link and choose the Use Current Appearance as New Default option.

## Aligning links

If you create a series of links to form a table or want links aligned horizontally or vertically, you can create links anywhere on a page and then use menu commands for aligning them.

### To align links:

If you have created a set of links in a PDF and they need to be precisely laid out — for example, when you've added navigation links in the header or footer of a page — use the link aligning tools.

1. Select the Link  tool from the toolbar.
2. Hold down Control, then left-click on each link to align.
3. Right-click and choose from any of the Align, Center and Distribute options.

## Locking and unlocking links

If you want your links locked to position, you can lock a link to a position on the page. In order to move the link to a new location, you need to unlock a locked link.

### To lock and unlock links:

1. Select the Link  tool from the toolbar.
2. Right-click on the link and select the Lock option.

## Deleting links

### To delete links:

1. Select the Link  tool from the toolbar.
2. Left-click on the link to select it.
3. Press the Delete key.



To edit the appearance of more than one link, hold down Control and left-click each link to select them, and then right-click to open a context menu where the appearance settings are assigned.

## Using buttons

All the actions and appearances you have available with links are also available when creating buttons. One major distinction between links and buttons are the choices you have for creating appearances.



To use the align tools you must select at least two links.

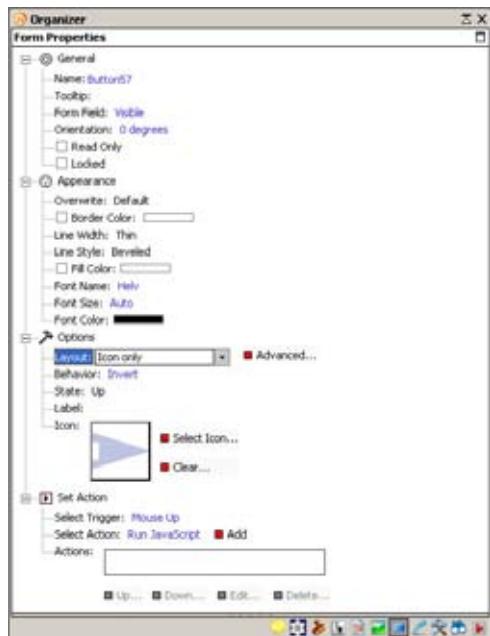
When you create a link, Nitro presumes you have content on a page giving the user some sort of indication for what the link action will do. For example, you might create a link over text, over an image or icon, or some other content. Links traditionally are not created in open white spaces on a page because the user has no clue as to what the link action will do.

If you have an open area in a document and you want to create a link, using the button tool is a better choice. Whereas link appearances are restricted to the attributes assigned to the link rectangle, buttons can be created with text inside the button rectangle, with an icon appearing inside the button rectangle, or both. This option is not available with links.

### To create a button and assign appearance properties:

1. Select the Button
2. Drag open a rectangle and set properties in the Organizer:
  - Add a name for the button.
  - Edit appearances for visibility, border color, line width, border style, fill color and behavior.
3. In the Options section of the Form Properties, open the Layout drop down menu and select Icon Only.
4. At the bottom of the Organizer window, click Select Icon.
5. In the Select Icon dialog box, click Browse, and then choose a file to use as an icon appearance. File types can include:
  - Any PDF document.
  - Any file you can convert to PDF using Nitro

## 6. Set an action.



Select Icon Only and click Select Icon to add an icon appearance to a button.



# Commenting & Markup

[Commenting features](#)

[Creating comments](#)

[Replies to existing comments](#)

[Using the comments panel](#)

[Printing comments](#)

[Using attachments](#)

One of the big advantages of working with PDF is the ability to add comments in natural and familiar ways. In Nitro, comments can be notes, text highlighting, drawing markups and more. Most types of comments include a pop-up note for you to add a text message to them.

For example, if you've marked some text with the Highlighter Tool, to explain why you've highlighted it, just open its pop-up note and enter your feedback. All commenting and drawing tools are accessible from the Commenting toolbar.

## Commenting features

- Add notes to pages just like paper sticky notes.
- Add text boxes directly on the page.
- Insert drawings to markup parts of the page.
- Add freehand drawings on the page with the pencil tool.
- Group and sort comments to simplify the review cycle.
- Reply to comments from other authors.
- Show document status with pre-defined stamps
- Attach audio comments.
- Attach other file types inside PDFs

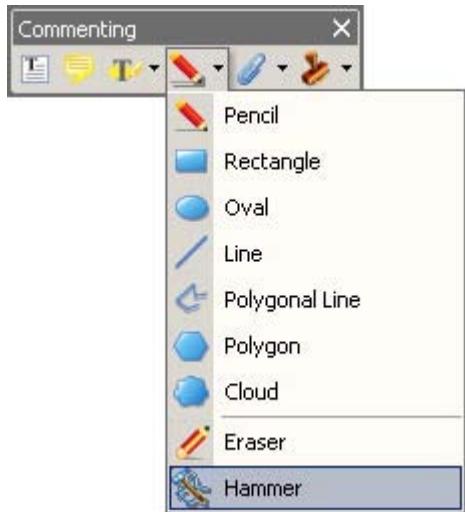
Comments added to a file are neatly displayed in the Comments panel. You can quickly view all comments in a document by opening the Comments panel.

To open the Comments panel and view all comments, do one of the following:

- Select the Show/Hide Document panel  toolbar button, followed by the Comments panel  button.
- Choose View > Document panel > Comments.
- Use the F6 shortcut key, followed by the Comments panel  button.

## Creating comments

Comments are added to a PDF document using tools in the Commenting toolbar. From the toolbar you select individual tools or open drop down menus and select tools from the menu options.



Commenting tools are selected by clicking on a tool in the Commenting toolbar or from drop down menu choices in the toolbar.

**In this section you find details on:**

- [Creating a note comment](#)
- [Setting comment properties](#)
- [Highlighting, underlining, and crossing out text](#)
- [Adding text boxes](#)
- [Using drawing tools](#)
- [Adding lines, arrows, rectangles and ovals](#)
- [Adding polygons and clouds](#)
- [Adding pencil or freehand drawings](#)
- [Erasing pencil or freehand drawings](#)
- [Adding stamps](#)

## **Creating a note comment**

The second tool in the Commenting toolbar is the Note tool. A note comment is one of the most common comment types. This tool creates a pop-up note window where you type a message. The Note tool works much like the sticky notes you use on paper — they hover above the page and contain comments on the page on which they appear.

Additionally, many of the other comment tools have an associated note pop-up window. The attributes you assign to note comments are the same when you assign them to note pop-ups from other comment tools.

## To add a note comment, do one of the following:

- Select the Hand  tool and open a context menu. Select Add Note from the menu choices.
- Click the Note  tool in the Commenting toolbar and double-click on a page.
- Click the Note  tool in the Commenting toolbar and drag open a rectangle.

## Setting comment properties

It's often useful to change your commenting style to allow your comments and messages to be distinguished easily from other kinds of annotations at a glance — such as those from different authors. With Nitro, you can easily change colors, opacity and other properties.

## To edit the properties of a comment:

1. Select the Hand  tool from the toolbar.
2. Right-click on the comment and select Properties.
3. Modify the color, opacity, etc. of the comment.



Commenting properties give you options for changing author name, subject, note color, icon appearances, opacity, and locking the note on the page.



Once you've finished, you can change the default options for all comments of a given type by right clicking on the annotation with the updated properties and choosing Set Properties as Default.

**tip**

### To set the default text size for pop-up notes:

1. Open the Preferences by one of the following:
  - Select the Preferences  from the toolbar.
  - Choose Edit > Preferences.
  - Click Control + K.
2. Open the User Interface settings by clicking on the plus (+) symbol.
3. Open the drop down menu for Pop-up Font Size and select a point size for the note text.

## Highlighting, underlining and crossing out text

The text markup tools mean you can edit copy electronically the same way you do on paper. The different pen-like tools let you to highlight, underline and cross-out text, and then add messages to each mark up you add.

### To mark up and then comment on text:

- Select the Highlight  tool from the toolbar. To select the Cross Out  tool or Underline  tool, click on the arrow next to the Highlight tool.
- With the cursor, click and drag to select the text.
- Select the Hand  tool from the toolbar.

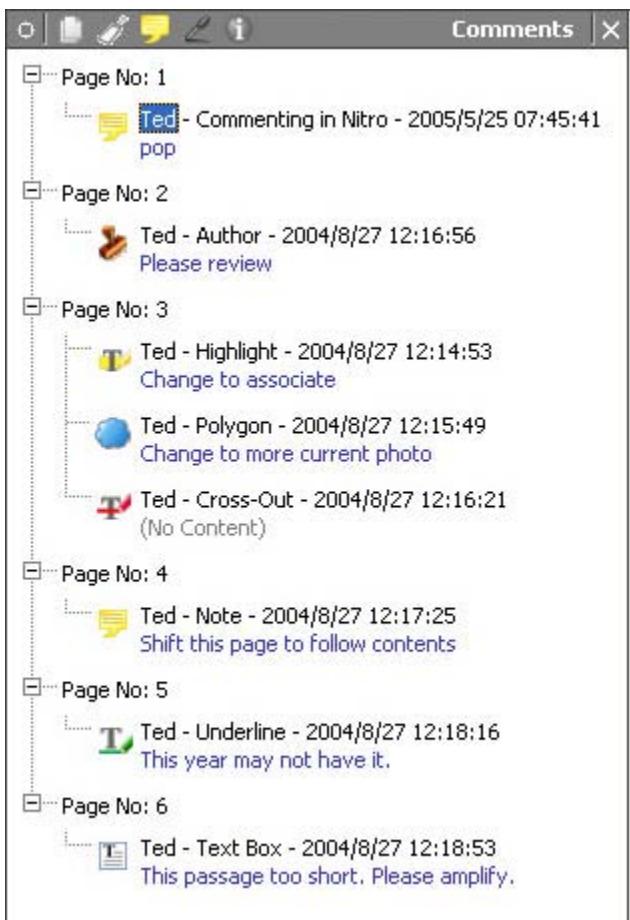
- To open the pop-up note, double-click on the highlighted text.
- Type your message into the note.



Type comments directly in the pop-up note window.

### To open the Comments panel and view all comments, do one of the following:

- Select the Show/Hide Document panel  toolbar button, followed by the Comments panel  button.
- Choose View > Document panel > Comments.
- Use the F6 shortcut key, followed by the Comments panel  button.



The Comments panel displays all comments in the active document.

#### To update the appearance or properties of an annotation:

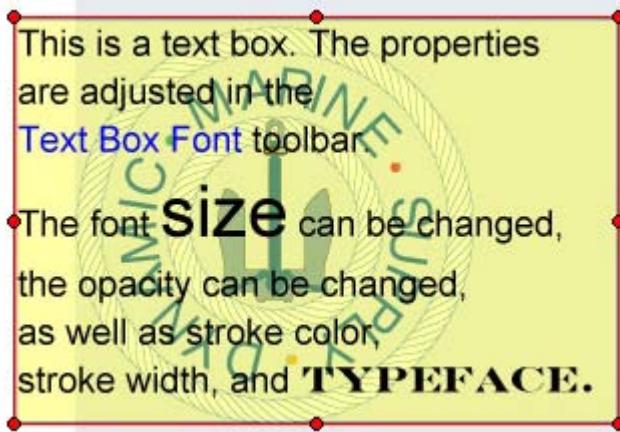
1. Right-click the annotation and select Properties.
2. Modify the color, opacity, etc.
3. Close the Comment Properties window.

## Adding text boxes

Use the Text Box  tool when you want to add a visible block of text to a page. These notes are ideal when you want recipients of your documents to be able to print your documents while retaining text comments. You can alter how the text box looks by modifying its properties. For example, set its opacity, and control whether it has a background color or is totally see-through.

### To add a Text Box comment:

1. Choose the Text Box  tool from the toolbar.
2. Click and drag on the page to create the text box.
3. In the text box, enter your text message.



Text boxes can be displayed with a variety of appearance settings for the font used and the background text box appearance.

### To update the font properties:

1. Double-click on the text box. A new toolbar will appear with the font properties of the text in the text box.

2. Highlight the text to update.
3. Change any of the following properties:
  - Font type.
  - Font size.
  - Font color.
  - Stroke color and width.



The Text Box Font toolbar can be used to change font attributes for text typed in the box.

## Using drawing tools

The drawing tools let you add drawing markups to your PDF documents. Each drawing comment you add comes with its own pop-up note, meaning you can add a text message to explain each drawing in more detail. The drawing tools in Nitro include:

- Line. Straight lines and different styles of pointers.
- Rectangle. Square drawings.
- Oval. Circular drawings.
- Pencil. Freehand drawings.
- Eraser. Edit or remove parts of freehand drawings.
- Polygonal Line. Series of connected straight lines.
- Polygon. Series of straight lines that close together to form a polygon shape.

- Cloud. Like the Polygon tool, but uses a cloud shape as the drawing border.

## Adding lines, arrows, rectangles, and ovals

The pre-defined drawing shapes which include the Line  tool, Rectangle  tool and Oval  tool, are the simplest drawing markup tools to add quickly to your PDF documents. You can change the look (color, opacity, etc.) of all your drawings, and you can edit the straight lines so they use arrows and other pointer styles. All drawings you add have their own pop-up note attached, meaning you can add a text message to explain each drawing in more detail.

### To add a line, rectangle or oval drawing markup:

1. On the Commenting toolbar, click the arrow next to the Pencil  tool.
2. Select the Line  tool, Rectangle  tool or Oval  tool.
3. Click and drag on the page to add the drawing.
4. Release the left mouse button to complete the shape.

### To add a comment to your drawing markup:

1. Select the Hand  tool from the toolbar.
2. Double-click the edge of the drawing.
3. In the pop-up note, enter your text message.



If you make a mistake, simply press Esc to remove the last line of the polygon.

## Adding polygons and clouds

The Polygon, Polygonal Line and Cloud tools give you more control and flexibility over the exact shape of the drawing markups you add to your PDF documents. Use the Polygonal Line tool to draw a series of open, connected straight lines. Use the Polygon and Cloud tools when you want to draw a series of connected lines that are closed, with the last line connecting back to the first line to form a complete shape. The Cloud tool adds a special border for making markups more prominent. All drawings you add have their own pop-up note attached, meaning you can add a text message to explain each drawing in more detail.

### To add a polygon or cloud drawing markup:

1. On the Commenting toolbar, click the arrow next to the Pencil  tool.
2. Select the Polygon  tool or Cloud  tool.
3. Left-click on the page to start the drawing.
4. Left-click where you want the line to change direction. Keep doing this until you have drawn the shape.
5. To finish, take the final line of the shape back to the starting point, and then double-click.

### To add a comment to your drawing markup:

1. Select the Hand  tool from the toolbar.
2. Double-click the edge of the drawing.
3. In the pop-up note, enter your text message.



The Cloud tool adds a special border for making markups more prominent.

## To add a polygonal line drawing markup:

1. On the Commenting toolbar, click the arrow next to the Pencil  tool.
2. Select the Polygonal Line  tool.
3. On the page, left-click to start drawing.
4. Left-click where you want the line to change direction.
5. Double-click to finish the line.

## To edit a cloud or polygon drawing:

The Hammer tool can be used to modify the lines of a polygon after you've added it.

1. On the Commenting toolbar, click the arrow next to the Pencil  tool.

2. Select the Hammer  tool from the drop down menu.
3. Hold the cursor over the point of the polygon to change.
4. Left-click to reshape the polygon line.

#### To update the appearance or properties of a drawing:

1. Right-click the drawing and select Properties.
2. Modify the color, opacity, etc.
3. Close the Comment Properties window.

## Adding pencil or freehand drawings

With Nitro, you can add drawings by hand just like you would with a marker, pen or pencil. Each set of freehand drawings you add has its own pop-up note attached, meaning you can add a message to explain it further in text.



**tip**  
You can change the default properties of your comments by right clicking on a note and choosing the Set Properties as Default option.

#### To add a freehand drawing:

1. Select the Pencil  tool from the toolbar.
2. Click and drag to draw. Any line you draw will be part of the drawing markup and will have one pop-up note assigned to them.

#### To add a comment to your pencil drawing markup:

1. Select the Hand  tool from the toolbar.
2. Double-click the edge of the drawing.
3. In the pop-up note, enter your text message.

## To update the appearance or properties of a pencil drawing:

1. Select the Hand  tool from the toolbar.
2. Right-click the drawing and select Properties.
3. Modify the color, opacity, etc.
4. Close the Comment Properties window.

## Erasing pencil or freehand drawings

If you make a mistake while drawing freehand with the Pencil tool, you can clean them up using the Eraser tool.

## To erase a freehand pencil drawing:

1. Select the Eraser  tool.
2. Click and drag to erase parts of the lines.

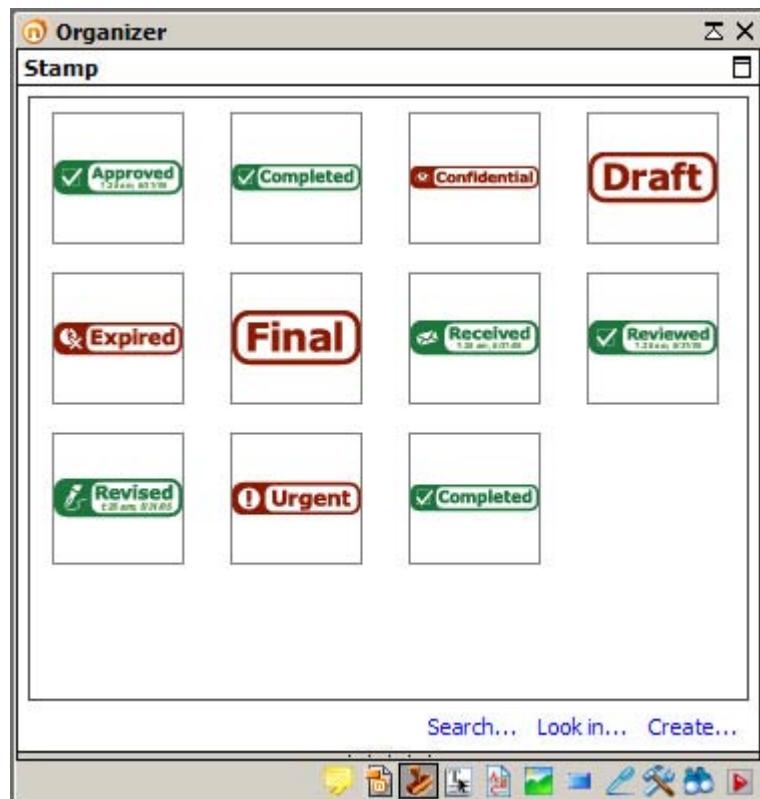
## Adding stamps

When working in a team, stamps (like Draft, Reviewed and Approved) give you a quick and simple way of indicating the status of the document in review. It's also easy to create your own custom stamps.

## To add a stamp to a PDF document:

1. Select the Stamp  tool. The Stamp palette opens.
2. In the Stamp palette, select the stamp to use.
3. Do one of the following:
  - On the page, click and drag to place and size the stamp.

- Double click the stamp in the Stamp palette.



When you click on the Stamp tool, the Stamp palette opens. Click and drag on a document page or double-click the desired stamp in the Stamp palette.

#### To add a message to your stamp:

1. Select the Hand tool from the toolbar.
2. Double-click the stamp.
3. In the pop-up note, enter your text message.



You can add note pop-ups to stamps.

### To delete a stamp:

1. Select the Stamp  tool from the toolbar.
2. Right-click the stamp, select Delete.
3. Click OK.



When you add a custom stamp, the **note** stamp is dynamically added to the Stamp palette. When you position the cursor over the stamp, a tooltip displays the stamp name and the group name.

## Creating custom stamps

If you are looking to add a corporate logo or another specific stamp that is not already included in the list of pre-defined stamps, then you will need to create a custom stamp. Nitro supports a large number of file types for use in the creation of custom stamps, including most commonly used graphics formats.

### To create a stamp:

1. Do either of the following:
  - Select the down-arrow next to the Stamp  tool on the toolbar and select Create Custom Stamp.
  - Choose Tools > Stamp > Create Custom Stamp.
2. Select the Browse button and locate the file to be a stamp.



If you have a multi-page PDF document with icons or images you want to use for custom stamp, you can scroll pages in the Organizer panel and select the image you want from any page in the document.

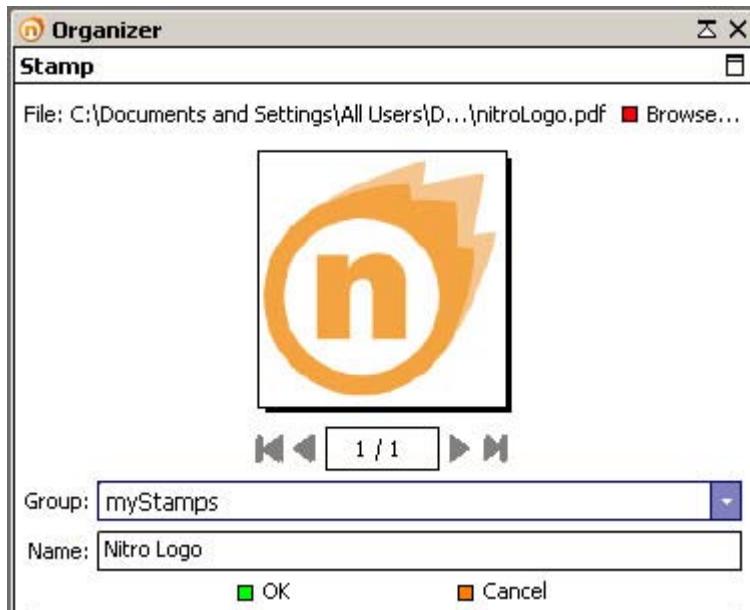
3. Do one of the following:

- Choose the group to put the stamp in from the Group drop down menu.

- Enter a name to create a new custom group.

4. Enter a name for the stamp.

5. Click OK.

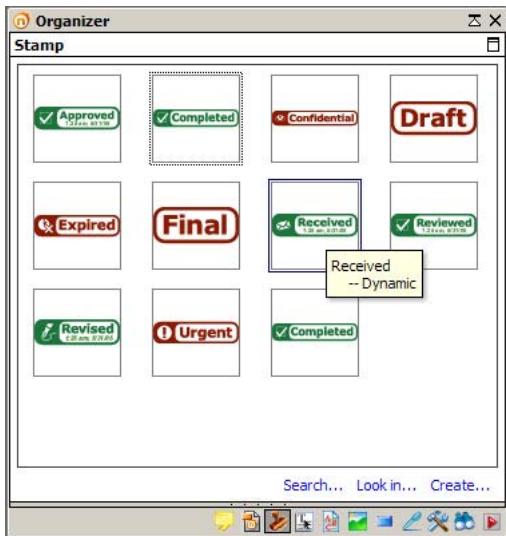


Select a Group and type a name for your new custom stamp.

**To add a custom stamp to a PDF document:**

1. Select the Stamp  tool.
2. In the Stamp palette, select a custom stamp you created.
3. On the page, do one of the following:

- Click and drag to place and size the stamp.
- Double click to add the stamp to the page.



Custom stamps dynamically appear in the Stamp palette.  
Tooltips display stamp and group names.

### To add a message to your stamp:

1. Select the Hand  tool from the toolbar.
2. Double-click the stamp.
3. In the pop-up note, enter your text message.

## Replying to existing comments

As part of the electronic document review cycle in Nitro, you can easily attach or tie your replies to other people's comments. Then by using the Comments panel everyone in the review process can quickly see how comments are grouped and related.

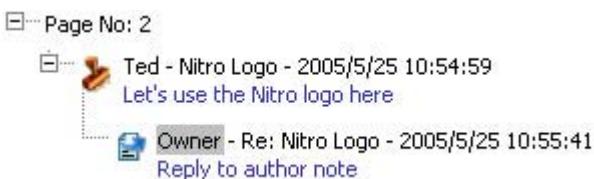
**To reply to another pop-up note comment:**

1. Open the pop-up note.
2. Click in the text area of the note.
3. Select the Reply  button at the bottom left.
4. Enter your reply.

**To view comments and replies:**

1. Do one of the following:
  - Select the Show/Hide Document panel  toolbar button, followed by the Comments panel  button.
  - Choose View > Document panel > Comments.
  - Use the F6 shortcut key, followed by the Comments panel  button.

Replies are listed below each original comment.



Replies are listed below original comments.

## Using the Comments panel

On paper it's hard to keep on top of a document review cycle. Electronic document review lets you get all comments together in the one place and group them the way that works best for you. Using the Comments panel lets you keep track of comments added to your

PDF documents. The panel displays a list of each comment, its type, reviewer name, time stamp, the contents of any pop-up notes and text boxes, and any replies.

## Grouping and sorting comments

Grouping or sorting is essential when you have a group of people reviewing a PDF document, and it's ideal for keeping on top of comments from different authors. You can sort by:

- Page. Based on page order.
- Type. Based on type of comments added.
- Author. Based on comments from each author.
- Date. Based on when comments were added.
- Color. Based on color given to comments.

**To open the Comments panel and view all comments, do one of the following:**

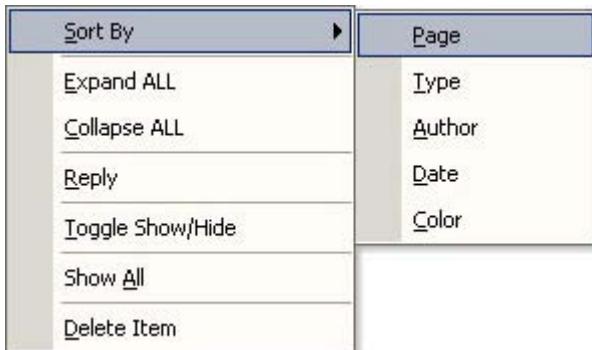
- Select the Show/Hide Document panel  toolbar button, then the Comments panel  button.
- Choose View > Document panel > Comments.
- Use the F6 shortcut key, and then select the Comments panel  button.

**To sort or group comments in a PDF document:**

1. In the Comments panel, right-click to open a context menu.
2. Select Sort By and choose an option from the submenu.



**note** Using the Toggle Show/Hide option will hide any selected, visible comments, removing them from the document and the list in the Comments panel. If you want to restore a comment to the list, click the Show All option. Hidden comments will show up in red type, while visible comments will show up in standard black. Now that you can see them, use the Toggle Show/Hide option as appropriate.



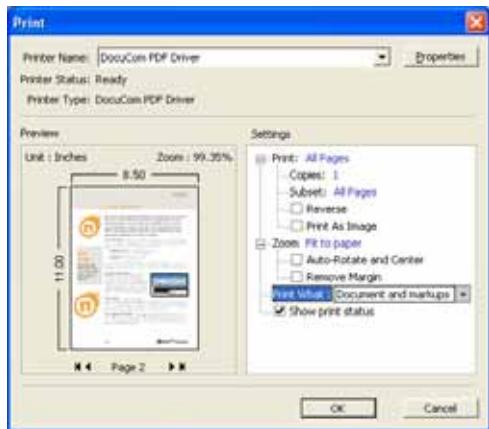
Open a context menu in the Comments panel and select Sort By. From the submenu, select a sort option.

## Printing comments

Depending on the situation, you may want to print either a complete version of the PDF document, including any markups and comments, or a version without comments. Nitro is ideal for printing drawing and text box markups.

### To print your PDF document with comments:

1. Select the Print  toolbar button to open the Print dialog box.
2. Under the Print What drop down menu, select Document and Markups.
3. Click OK.



Select Document and Markups in the Print What drop down menu.

## Using attachments

PDF documents are not just containers for text and graphics, PDFs are capable of containing whole files inside them —making exchanging sets of documents much easier and more reliable. For example, if you're sending a PDF document for review, you could attach the source file (say a Word file) inside the PDF document. It's a good way to make sure files don't go missing. When the user double-clicks on the attachment icon, the file will open up the default viewer for that application.

This method is particularly valuable when exchanging sensitive data. You can encrypt a PDF with password security after attaching a file and email the file. A recipient needs to have the password to open the document before the attached file can be extracted.

The File Attachments window gives you a central place to view, insert, delete and export attachments. In addition, you can also access all attachments from the Commenting panel.



Recipients of your PDF documents containing attachments can only access them if they have an application that supports the format. For example, if you attach a Word file, the recipient must have Microsoft Word installed to view the file.

### To open an attachment, do any of the following:

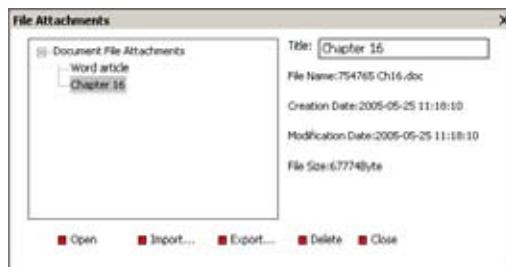
1. Double-click the attachment icon where it appears on the page.
2. Choose Document > File Attachments > Open.

### To view attachments in the Commenting panel, do one of the following:

- Select the Show/Hide Document panel  toolbar button, followed by the Comments panel  button.
- Choose View > Document panel > Comments.
- Use the F6 shortcut key, followed by the Comments panel  button.

### To view attachments in the File Attachments window:

1. Choose Document > File Attachments.



The File Attachments window displays any file attachments added to a PDF

### To add, save and delete attachments from PDF documents:

1. Choose Document > File Attachments.
2. Do any of the following:

- Import attachments.
- Export or save attachments to your computer.
- Delete attachments.

## Attaching files

There are two major types of attachments, files and audio. Files can include anything, and when accessed, will open the user's default program for files of that type (e.g. Word documents will open in Word).

### To attach a file to a PDF document:

1. Select the Attach File  tool from the toolbar.
2. Left-click on the page to place the attachment.
3. Find and select the file to attach.
4. Click Open.

## Attaching and/or recording audio files

While sound files can be attached with the Attach File tool, they will open in the default player for that file type. When they are attached using the Attach Sound tool, they will play directly in Nitro.

### To attach an existing audio file:

1. Select the Attach Sound  tool from the toolbar.
2. Left-click on the page to place the attachment.

3. Select Browse and find the file to attach.
4. Click OK.

**To record and attach a new audio file:**

1. Select the Attach Sound  tool from the toolbar.
2. Left-click on the page where you would like to place the attachment.
3. Select the Record button.
4. Record the audio using a microphone.
5. Click OK.

# Searching & Indexing

[Using the Search palette](#)

[Searching current file](#)

[Searching bookmarks and comments](#)

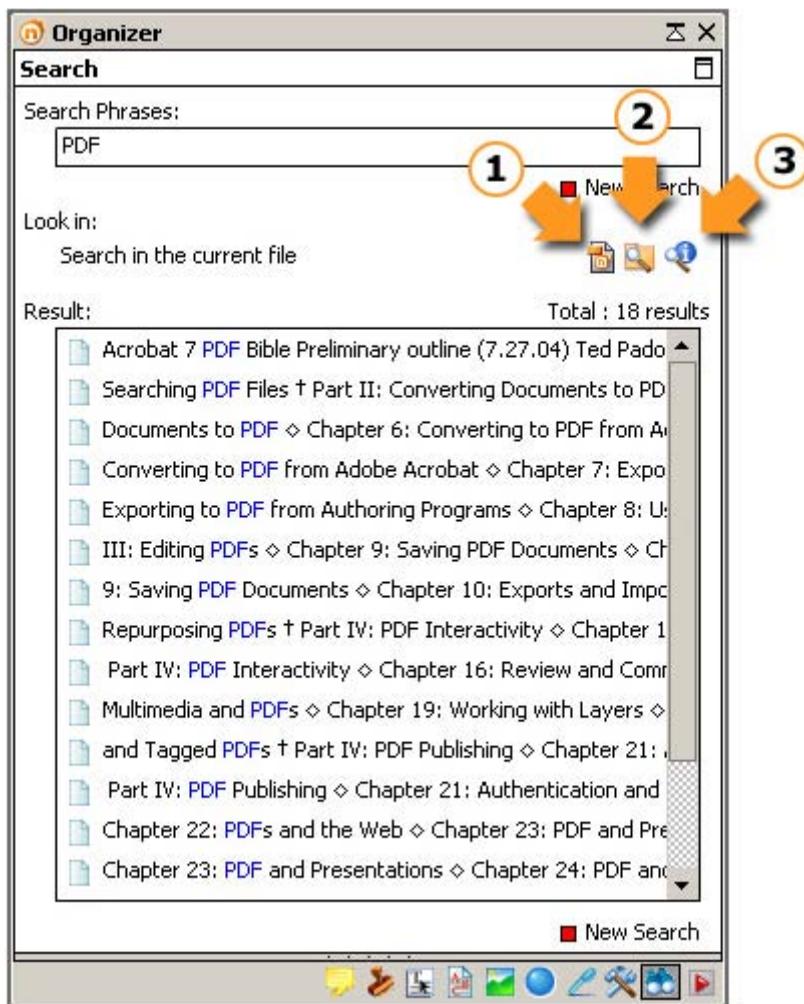
[Searching a document collection](#)

[Searching additional criteria](#)

[Indexing PDF document collections](#)

## Using the Search palette

Nitro PDF supports a powerful search engine. You can search open PDF documents and any location on your hard drive, and search indexes created in Nitro PDF. Searches are handled in the Search palette. To open the Search palette select Edit > Search or use the keyboard shortcut Control + F. The Search palette opens in the Organizer.



The Search palette opens in the Organizer. Options you have available in the Search palette include: 1) Search in the current file 2) Search in Folder. 3) Search Index.

## Searching current file

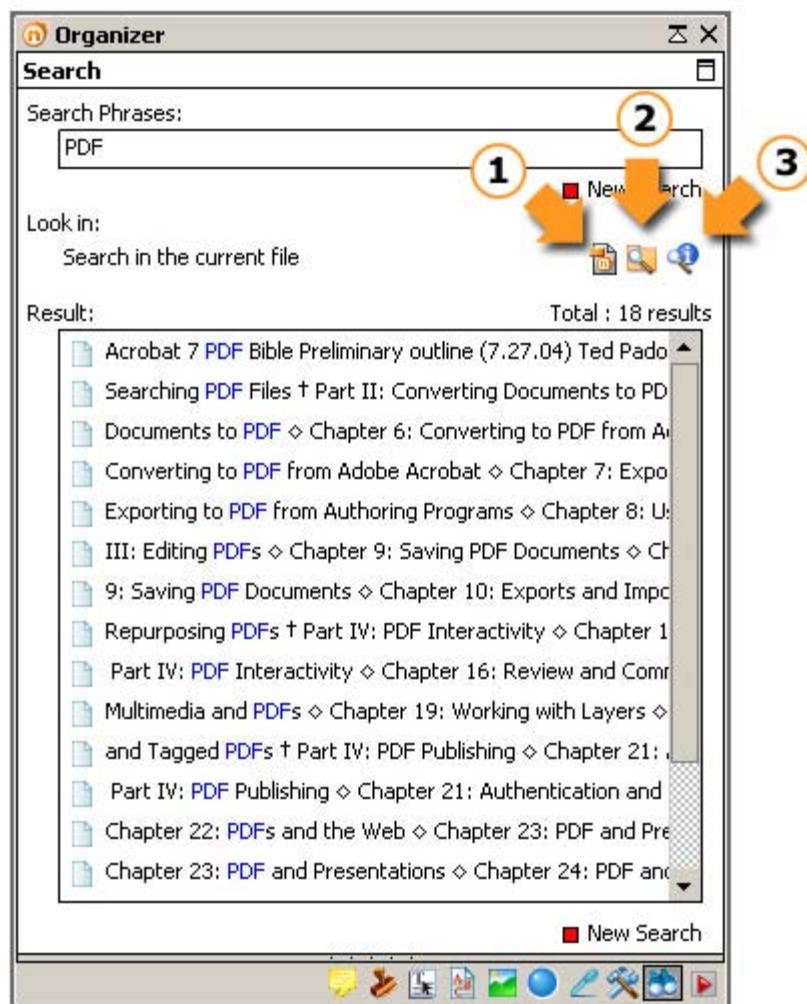
Searching the current file requires you to have a document open in the Document panel.

### To search a current file, open a document in Nitro PDF:

1. Press Control + F.
2. Type the word(s) to search in the Search Phrases text box:
  - Click the cursor in the text box.
  - Type the word or phrase you want to search.
3. Press Return or the Num Pad Enter key.
4. View the list of results in the Search palette.
5. Click on any item listed in the Result pane.
6. Nitro takes you to the page on which the result appears and highlights the word.



By default the options appear when you select Edit > Search or press the Control + F keys. If you don't see the search options where Include Comments and Include Bookmarks appear, click the Search in the current file tool . Additionally, you can search for whole words only and when you want to match letter case. Check any one of the four checkboxes or any combination of multiple checkboxes to help narrow your search.



Search results are reported in the Search palette.

To search for another word or phrase, type new text in the Search Phrases text box and press Return or the Num Pad Enter key. Nitro PDF returns new results in the Result pane.

## Searching bookmarks and comments

Nitro PDF supports searching bookmark labels and comment text.  
Open a file containing bookmarks and/or comments

### To search bookmarks and comments:

1. Press Control + F to open the Search palette, or click New Search if the palette is open.
2. Click the Search in the current file tool  to display options for searching the current file.
3. Type the word or phrase you want to search in the Search Phrases text box.
4. Check the boxes for Include Comments and Include Bookmarks.
5. Press Return or the Num Pad Enter key.
6. Results are reported in the Result pane.

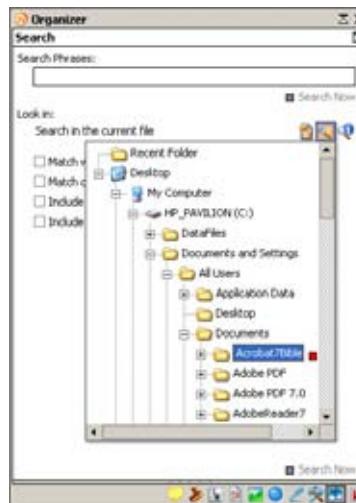
## Searching a document collection

You can search files and folders, hard drives, external media cartridges, network servers, and CD ROMs in Nitro PDF. Be certain you have all network connections active and external media mounted when searching network locations and media storage devices.

### To search document collections:

1. Press Control + F to open the Search palette.
2. Type the word or phrase you want to search in the Search Phrases text box.

3. Click the Search in Folder  tool.
4. A drop down menu displays the hierarchy on your hard drive, network locations, and external media sources.



A drop down menu displays your drive's hierarchy.

5. Click the plus (+) symbol to open drives and folders revealing nested folders.
6. Click a folder you want to search.
7. Click the red square  adjacent to the folder you selected or press Return or the Num Pad Enter key. The palette changes, offering you more criteria.
8. Click Search Now or press Return or the Num Pad Enter key.
9. Results are reported in the Result pane. Click on an item in the list and the PDF containing the found word or phrase opens in Nitro PDF. The word(s) are highlighted in the opened document.



Click Search Now or press the Num Pad Enter key to commence the search.

## Searching additional criteria

Nitro PDF offers you many options for searching additional criteria derived from PDF Document Properties. Document Properties appear in the Pages panel when you click the Properties tool at the top of the panel.

### To search additional criteria:

1. Press Control + F to open the Search palette.
2. In the Search Phrases text box, enter the keyword(s) to search for.
3. Click the Search in Folder  tool.
4. Click the plus (+) symbol to open drives and folders revealing nested folders.
5. Click a folder you want to search.
6. Click the red square adjacent to the folder you selected or

press Return or the Num Pad Enter key. The palette changes, offering you more criteria.

7. Click New Criteria **New Criteria** in the Search palette. A drop down menu displays all the Document Properties that Nitro PDF can search. Note that a second row is automatically spawned when you click New Criteria.
8. Click one of the items in the drop down menu. Something that you know exists on some PDF files you have such as Author or Title.



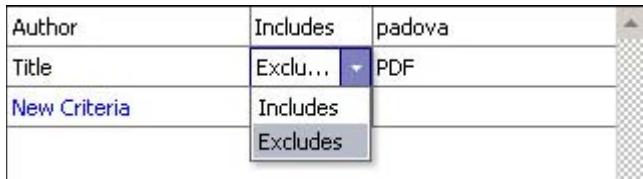
9. The default in the second box adjacent to the option you selected appears as Includes that will report results for the criteria included in the additional criteria item you selected. Leave this box at the default.
10. Type your criteria in the third text box.

|Author      Includes      padova

Type criteria in the third field box.

11. Click New Criteria again. An additional row is automatically spawned.

12. Select another Document property from the drop down menu.
13. Click the box where you see Includes appear. A drop down menu opens.



Click Includes to open a drop down menu .

14. Select Exclude from the menu.
15. Add your search criteria in the third box.
16. Click Search Now or press Enter or the Num Pad Enter key.
17. The results are reported in the Result window. Click any item to open the PDF containing the found results.

## Indexing PDF document collections

Index files help speed up your searches If you have a large collection of PDF documents, you can create an index file and use the index on your local drive or copy it to CD-ROMs for other users to enjoy the same speedy searches you perform locally on your computer. Additionally, searching via indexes allows you to perform more complex searching with Boolean queries.

In order to search an index file, you first need to create one in the Search palette. After an index is created, you load it and make it available to Nitro PDF Search.

## Creating and managing index files

The Build Index dialog is your central navigation point for creating , browsing, editing, and adding index files.

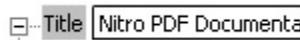
### To create an Index File:

1. Press Control + F to open the Search palette.
2. Click the Search Index tool  to open the options for working with an index.
3. In the Select Index window, click New.



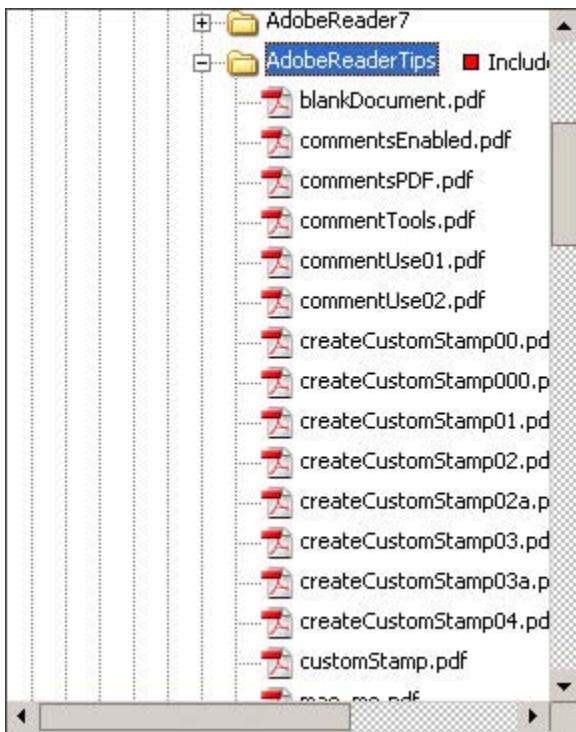
Click New in the Select Index panel.

4. Click the New Title text appearing in Blue. A text box appears where you can type a new title. Add a descriptive title for your index.



Type a title to search.

5. Locate a folder of files you want to index. Click the plus (+) symbols in the right pane to open your hard drive hierarchy and locate the folder(s) you want to index.



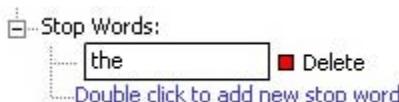
Locate a folder to search and select it.

6. Include a selected folder(s) in your index. Click the Includes button  to the right of the selected folder. Note: if the Includes button is not visible, scroll the window to the right by dragging the bottom scroll bar in the Build Index window. Select additional folders and files if you want to include more in your index file and click Includes after each selection.
7. Exclude items from your index file. If you have folders or files nested in the folder you want to index, you can selectively exclude folders and files. Select the item to exclude and click the Excludes button. Be certain to scroll the window right if the Excludes button is not visible. Select additional folders/files and click Excludes if you want to eliminate more folders/files from your index. Note that only one file at a time can be selected to add to the Excludes list.



Select files and folders to eliminate from the search and click Excludes.

8. Add Stop words. Stop words are words that you may want to eliminate from your index. To delete a word from your index, double-click the text Double click to add new stop word. Type the word to be added to the list and click Delete. Continue double clicking and typing new words followed by clicking the Delete button to add to your list.



Type words to eliminate from the search in the text box and click Delete.

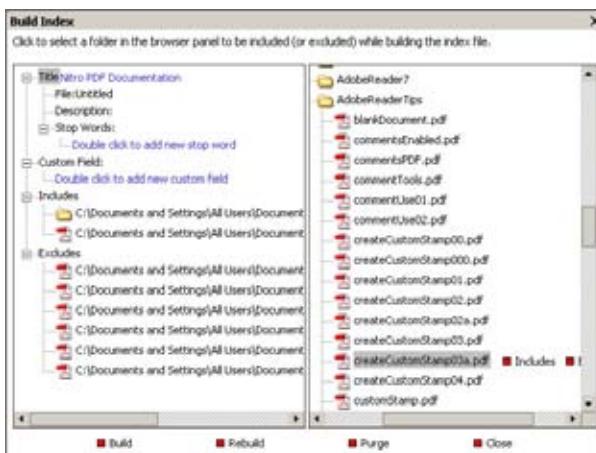
9. Add Custom Properties. This item is intended for programmers. You add Custom Properties to a field box by double clicking the text Double click to add new custom field, identify the type, and type values in the field box. Click again on the Double click to add new custom field blue text to add another Custom Property. If you add a property and want to remove it, click the Delete button. The types of fields available include:

- Date. This is a date value.
- Integer. This field can accept values from 0 to 65,535.
- Text. This is any text string. If numbers are included with this option, they are treated as text.



Identify custom fields by date, integer, or text.

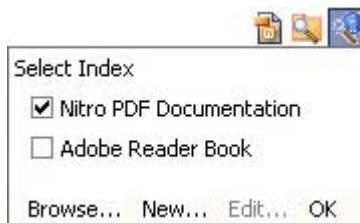
10. Build the index. Examine the left pane in the Build Index window. All the folders/files you added to include are listed in the Includes category. The folders you added for exclusion are listed in the Excludes list. Click Build at the bottom of the Build Index window. Wait for Nitro PDF to complete the build before proceeding.
11. Save the index file. After Nitro PDF completes building an index file the Select PDF Index File dialog box opens prompting you to save the index. Type a name for the index and locate a folder on your hard drive where you want to save the file. Click the Save button and your index is ready to use.



Click Build to generate the index, type a name for the index and click save after building.

**To load an index file:**

1. Find the index file and click the Search Index  button.
2. To add the index(es) click the checkbox appearing adjacent to the index file you created. If you created multiple indexes, you can check the boxes for all the indexes you want to search.
3. Load the index and click OK.



Add indexes by checking the checkbox adjacent to the index name.

**To search an index file:**

1. After you identify an index and click OK, the Search palette displays options for performing your search. Type the text you want to search in the Search Phrases text box.
2. Click the Search now button in the bottom right corner of the Search palette.
3. The results are reported in the Results window. Click an item to open the file containing the found phrase.

## Using Boolean Queries

Boolean queries enable you to search for conditions. Boolean AND, OR, NOT are expressions you can include in your search. For example, you can search for: PDF AND Nitro NOT Acrobat. In this phrase the results are returned for the words PDF and Nitro, but not the

word Acrobat. Note that uppercase is used here for the purpose of clarity. Boolean expressions are not case sensitive. And they are only available to you when searching an index file.

### To search an index file using Boolean expressions, do the following:

1. Select an index file. Follow the steps used in the To search an index file section. You must use an index file to search using Boolean expressions.
2. In the Search Phrases text box, type the words you want to use and add AND, OR, NOT where appropriate.
3. Select the Boolean Query option from the drop down menu.
4. Click the Search Now button.
5. View the results in the Results window.
6. Click a search result to open the file in Nitro.

### Using Boolean Queries and additional criteria

You can also use Boolean expressions when using additional criteria like the examples shown earlier in the Search additional criteria section. To search additional criteria using Boolean expressions, do the following:

1. Follow the steps used in the To search an index file section. You must use an index file to search using Boolean expressions.
2. Enter the keyword(s) to search for.
3. Select the Boolean Query option from the drop down menu.

4. Click New Criteria in the additional criteria window. Select the criteria to use such as Title, Author, Keywords, Creation/Modification Date, etc.
5. Select either Includes/Excludes or one of the date options if searching a date.
6. Add a Boolean expression. In the text box to the right of the condition pull down menu, type your Boolean expression — something like Nitro PDF NOT Adobe PDF for a Title or Subject field. Note that you must have Document Description information contained in the respective fields for results to be reported in the Results window.
7. Click the Search Now button in the bottom-right corner of the Search palette.
8. Results are reported in the Result pane. Click on an item in the list and the PDF containing the found word or phrase opens in Nitro PDF. The word(s) are highlighted in the opened document.



Type a Boolean expression in the text box and click New Criteria to add more expressions.

## Rebuilding and purging an index file

The location you targeted for your index file, whether it is a folder, hard drive or external media source, may be an area where you add new files and delete old files. When files are added to the area you indexed, you need to rebuild the index to include the new files in your index file. When files are deleted from the area you indexed, you need to purge the index to clear out unnecessary data no longer used by the index.

### To rebuild and purge index files:

1. Press Control + F to open the Search palette.
2. Click the Search Index tool to open the options for working with an index.



Author                    Includes            padova

3. In the Select Index window, select the index file to edit. When the indexes are visible, check the box for the index you want to edit, and click the Edit button in the index selection window.
5. In the Build Index window, do one of the following:
  - Click the Rebuild button. A dialog box opens reporting the progress of the rebuild. Wait until Nitro PDF finishes rebuilding the index. When Nitro PDF finishes the build, you are returned to the Build Index window, where you can perform additional edits or close the window.
  - Click the Purge button. When the purge completes, click OK in the dialog box to return to the Build Index window. The index is now compacted and will perform much faster after purging old data.



A dialog box opens informing you the purge was successful.

# Security & Digital Signatures

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[Viewing digital signatures](#)

[Verifying digital signatures](#)

[Getting familiar with security](#)

[Adding security to PDF files](#)

[Using Certificate Security](#)

A major benefit of PDF over other document formats is its capacity for controlling access to content and the way it can be modified by users. As there are many levels of security that can apply to a document, the document author needs to decide which measures are appropriate for the document being created.

The intended use of the document is the key factor here. For instance, if you have a press release in PDF, then you don't want to restrict who can open the document, because you would like as many people as possible to read it. But in that case, you probably won't want people to be able to alter its contents. Using security properties lets you control things like:

- **Printing.** Controls user's ability to print the document.
- **High Resolution Printing.** Controls the user's ability to print at either high resolution or low resolution.
- **Modify Document.** Controls the user's ability to edit the contents of a document.
- **Content Copying or Extraction.** Controls the user's ability to copy content from a document.
- **Content Accessibility Enabled.** Controls the user's ability to use accessibility tools to access PDF documents.
- **Commenting.** Controls the user's ability to add notes, text highlights and drawing markups.
- **Form Field Fill-in or Signing.** Controls the user's ability to fill in forms and digitally sign documents.
- **Document Assembly.** Controls the user's ability to insert pages into and extract pages out of PDF documents.

## Using digital signatures

A digital signature is similar to an analog signature, in that it indicates approval of the document contents at the time of signing. The difference is that while an analog signature is represented by a physical mark, a digital signature is represented by a set of digital information unique to you. If a document is changed after a signature is applied, then it is no longer the same as the document that was approved. Hence, the signature will become invalidated.

## Creating a digital ID

A digital ID contains signature information that is either created by you (known as a self-sign digital ID), or provided by a third party. A digital ID provided by a third party will include a certificate, which serves to confirm your signature information and help to secure your document. When you sign a document, analog or digital, you are indicating that you:

1. Approve the contents of the document.
2. And have the right to certify the document.

Digital IDs provided by third parties are considered more secure, because an independent certificate authority has ratified them. Think of it like this: a signature applied using a self-sign signature tells a document recipient that, "This document is valid, and I am authorized to sign this document," while a signature applied using a 3rd party digital ID tells them that "Not only is this document valid, but that I am authorized."

## Creating your first digital ID

Before you can take advantage of all the options for using digital IDs, certifying documents, adding appearance settings, etc., you must create at least one personal digital ID.



**note** 1. At first this may seem a bit confusing to you as selecting the Self-Sign Security Log In window appears to presume that you already have an ID. In actuality, you select IDs in this window as well as create new profiles and, more importantly, create your first profile.

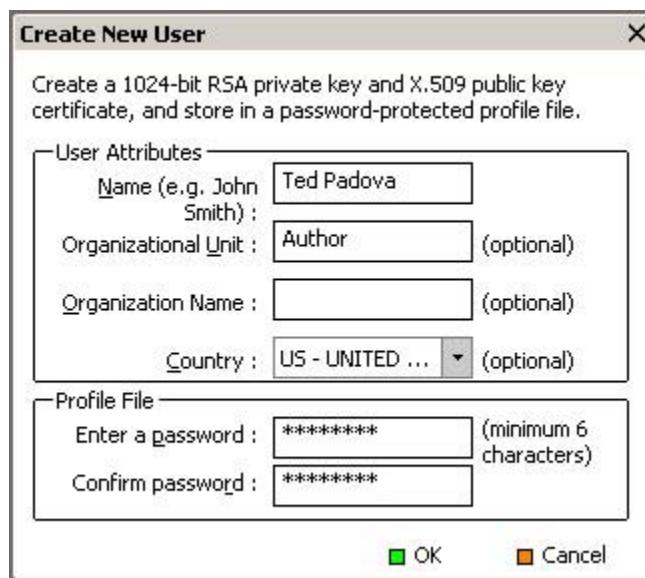
2. Be certain to type the same exact password in the Confirm password text box. Passwords are case sensitive so be certain to use the same letter case when confirming your password. Be certain to record your passwords and keep them easily accessible.

3. You can create multiple IDs and add them to Nitro using the same steps outlined above. When it comes time to certify or sign a document, you can select from all your available IDs which one you want to use.

## To create a self-sign digital ID:

1. Select Document > Self-Sign Security > My Digital ID Files > Select My Digital ID File.
2. In the Self-Sign Security Log In window, click the New User Profile button.
3. Fill in your details: name, organization, country, password, confirm password, etc., and then click OK.
4. Enter a name for your ID in the File Name field and save your ID to your computer. By default, the name used in the Name field in the Create New User window appears in the File name field. If this works for you, just click Save without renaming the file.

Your ID is now ready for use in Nitro for signing and certifying PDF documents.



Fill in the relevant information, password and confirm password, and then click OK to create a new Digital ID.

## Importing IDs

If you have an ID created from another PDF authoring tool, such as Adobe Acrobat, you can import existing IDs and make them available in Nitro.

### To import a digital ID:

1. Select Document > Self-Sign Security > My Digital ID.
2. In the Manage My Digital IDs window, click the Add button.
3. Select the Import Digital ID File  button.
4. Select the ID file and click Open.
5. Enter the password and click OK.
6. Close the Manage My Digital IDs window.

## Creating a signature appearance

A signature appearance dictates the graphics and identifying information that you would like to have displayed with your signature. You can use an analog signature that you scan, a photo of yourself, a company logo, or any other kind of image or illustration.

To add an appearance to your signature, you need to begin the signing process.

### To create a custom signature appearance:

1. Begin the signing process. Do one of the following:
  - Select the Digital Signatures  tool.
  - Select Document > Digital Signatures > Sign Document.

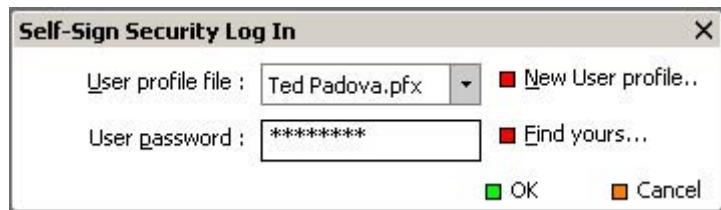


Either choice you make loads the Digital Signatures tool in your cursor.



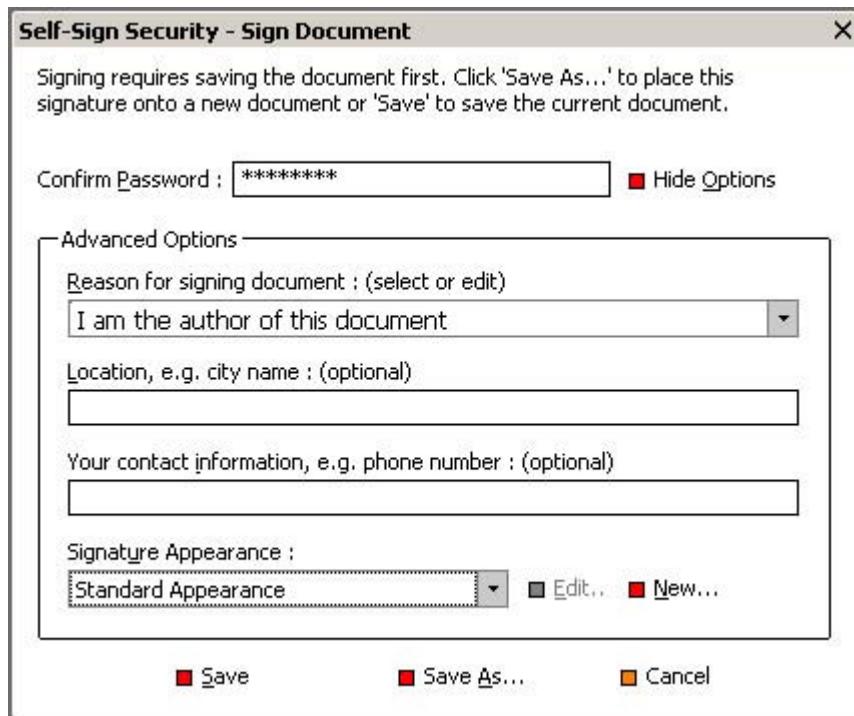
**note** If you currently have an ID open, the Self-Sign Security Log In window is bypassed. Therefore, you do not need to log in.

2. Drag open a rectangle with the Digital Signatures tool (the Nitro PDF window opens).
3. Click Continue Signing in the Nitro PDF window (the Select Digital Signature Method window opens).
4. Select PDF Self-Sign Security from the Method drop down menu in the Select Digital Signature Method window and click OK. You arrive at the Self-Sign Security Log In window.



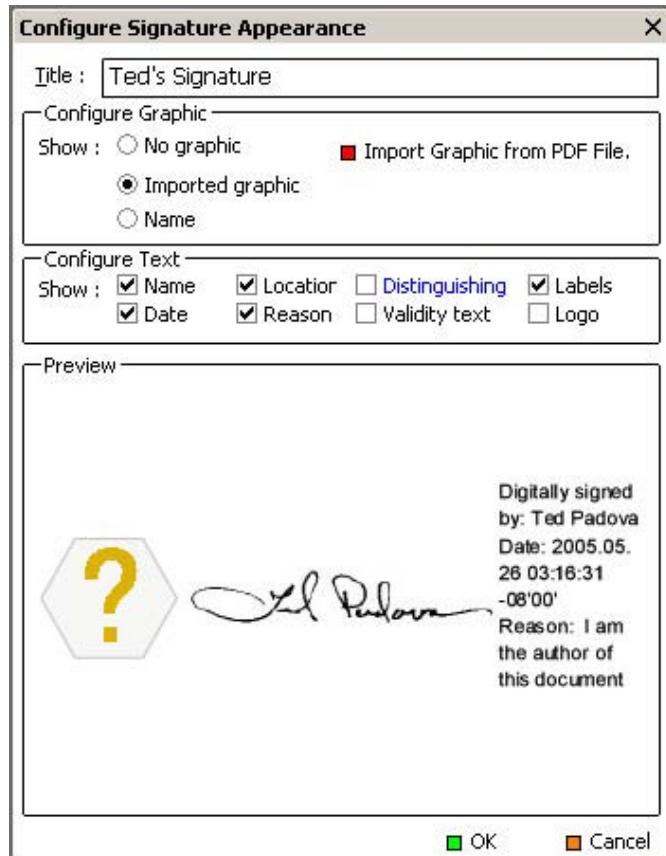
The Self-Sign Security Log In window.

5. Do one of the following:
  - Select a profile from the User profile file drop down menu and type your password. All IDs you created are listed in the menu. The Select Digital ID window opens.
  - Click Find Yours. If you created an ID and it is not listed in the drop down menu, click Find Yours and select the ID in Open window.
  - Click New User Profile If you have not yet created a profile, this choice provides you options for creating a new profile.
6. Click OK in the Select Digital ID window (the Self-Sign Security – Sign Document window opens. Type your password and click New adjacent to the Signature Appearance drop down menu.



Type your password and click New.

7. The Configure Signature Appearance window opens where you make choices for how the signature ultimately appears on a signed document. Type a title in the Title text box and choose from:



Type a title and click Imported Graphic.

Click Browse to locate a file for the signature appearance.

- No graphic. Does not display an image in the center of the signature.
- Imported graphic. This allows you to choose a graphic to display as part of your signature.
- Name. This will display your name in bold letters.

8. Check the boxes for the information that you would like to display — this is not necessary, as all identifying information can be obtained by viewing the signatures properties.

9. When you are satisfied with your selections, select OK (you are returned to the Self-Sign Security - Sign Document window).
10. Click Cancel. If you are just adding an appearance to an ID, you don't have to continue to sign a document. Clicking cancel here still records your signature appearance and makes it available when you actually sign a document.

Once you have saved a new signature appearance, it will remain in the list as an option for any future signatures. You can add additional appearances by typing new titles and following the same steps. Each appearance is selected from the Signature Appearance drop down menu and appears listed according to the name you used in the Title text box.

## Using a digital signature

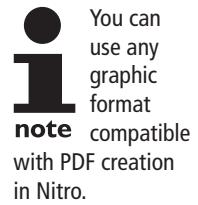
After you create a digital ID and add an appearance (optional), you can sign documents, sign signature fields, and certify documents.

### **S**igning documents

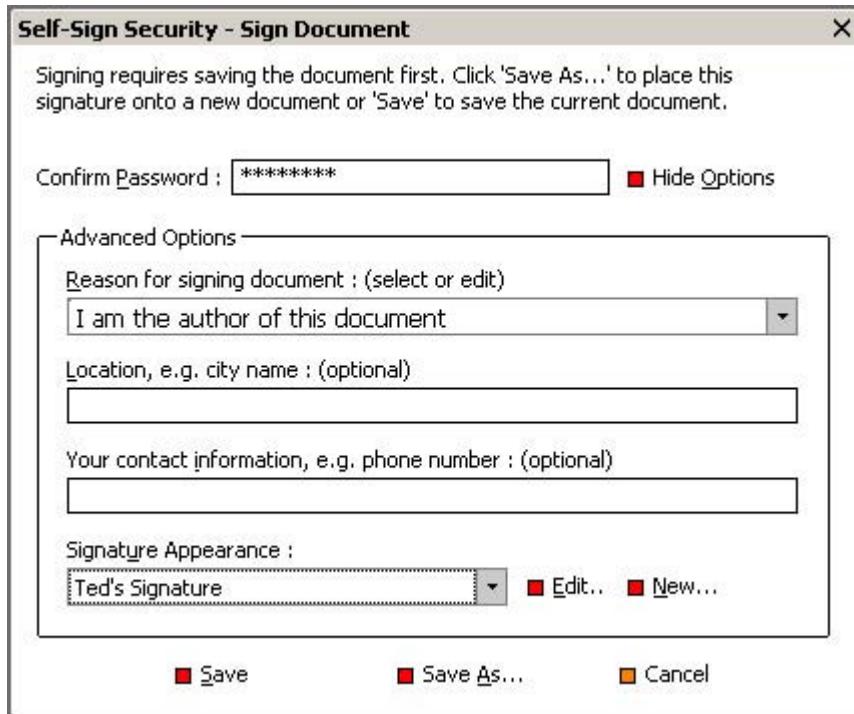
Signing documents using the Digital Signatures tool or the Sign Document menu command actually places the digital signature in a signature form field. When you use either the tool or menu command, you click and drag to define the field boundaries Nitro then steps you through a series of windows to add your signature to the field.

#### **T**o add a digital signature to a PDF page:

1. Open a document to be signed and do one of the following:
  - Select the Digital Signatures  tool.



- Select Document > Digital Signatures > Sign Document.
- 2. Click and drag on the desired signature location and area on the PDF page.
- 3. Click Continue Signing in the Nitro PDF window.
- 4. Choose either of the following options and click OK:
  - Windows Certificate Security. This kind of signature does not require a password, as your digital ID will be protected by your Windows login.
  - PDF Self-Sign Security. This will require you to select a User Profile. This can either be imported or created on the spot.
- 5. If you don't have an ID open, the Self-Sign Security Log In window opens where you need to provide your password and sign in. Click OK and you arrive at the Self-Sign Security - Sign Document window.
- 6. Enter your password and select an appearance (optional) from the Signature Appearance drop down menu.



Type your password and select an appearance (optional).

7. Click Save As. If you want to overwrite your existing file, click Save. Either choice produces a digitally signed PDF.



The digitally signed document displays your signature and appearance on the document page where you created the signature.

## Signing form fields

Digital signatures can be applied to signature form fields. Instead of creating a place to sign a document, you just click the form field to add your signature.

**To sign a document using a digital signature field:**

1. Open a document containing a signature field.
2. Select the Hand  tool and click the signature field.
3. Choose either of the following options and click OK:
  - Windows Certificate Security. This kind of signature does not require a password, as your digital ID will be protected by your Windows login.
  - PDF Self-Sign Security. This will require you to select a User Profile. This can either be imported or created on the spot.
4. If you don't have an ID open, the Self-Sign Security Log In window opens where you need to provide your password and sign in. Click OK and you arrive at the Self-Sign Security - Sign Document window.
5. Enter your password and select an appearance (optional) from the Signature Appearance drop down menu.
6. Click Save As. If you want to overwrite your existing file, click Save. Either choice produces a digitally signed PDF.

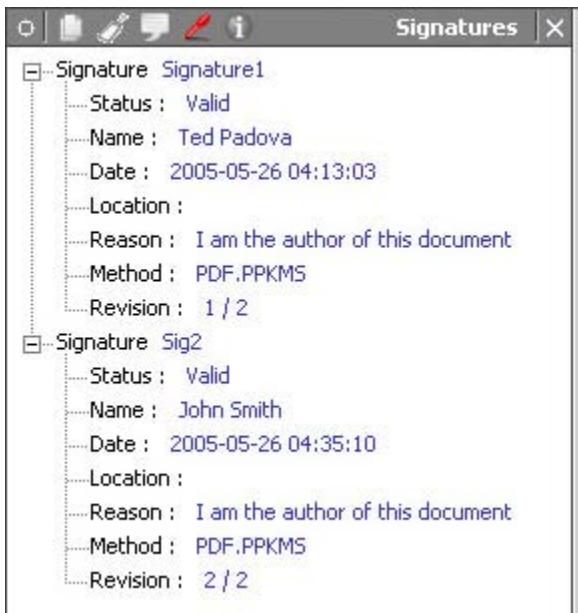
## Viewing digital signatures

To view all digital signatures applied to a document, simply open the Signatures panel.

**To open the Signatures panel, do one of the following:**

- Select the Show/Hide Document Panel  toolbar button, followed by the Signatures panel  button.

- Choose View > Document Panel > Signatures.
- Use the F6 shortcut key, followed by the Signatures panel 



All signatures in a PDF can be viewed in the Signatures panel.

## Verifying signatures

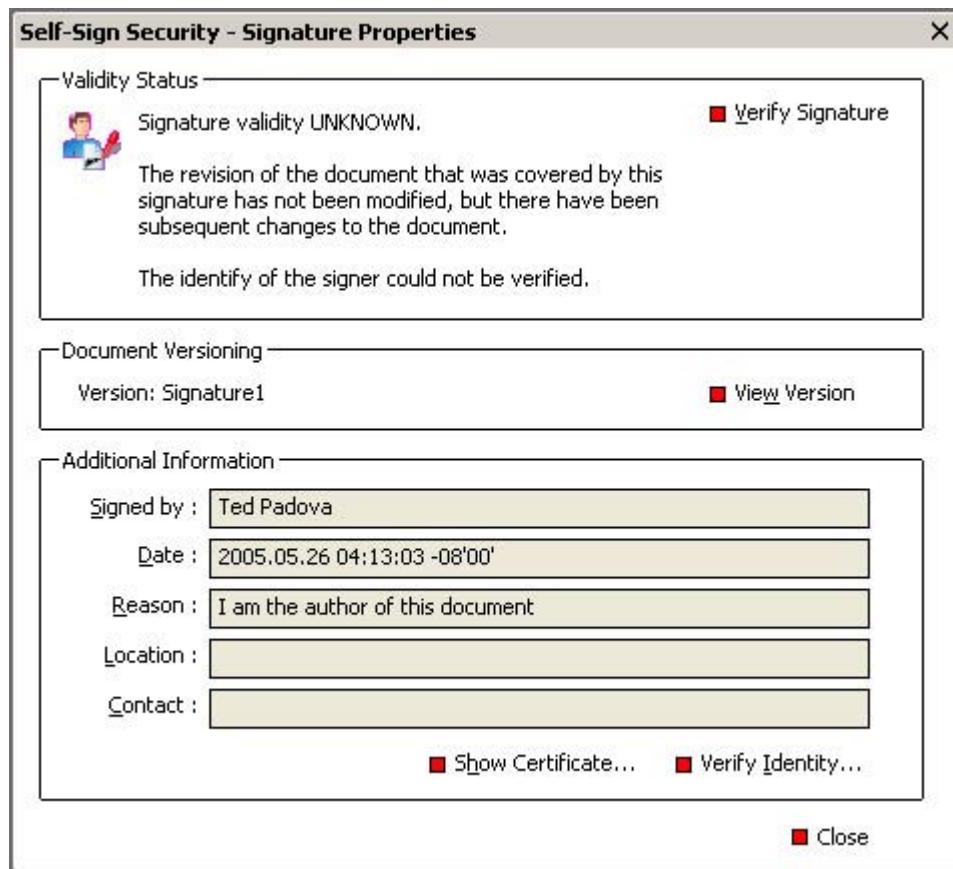
Digital signatures are meaningless unless you can verify them for authenticity. When you are certain a document came from a user who signed a PDF, you can accept the validity of the signature. If you are not sure of where a signed document came from, you need to acquire a public certificate and use it to verify a signature

### To verify signatures:

1. Do one of the following:
  - Left-click on a signature.

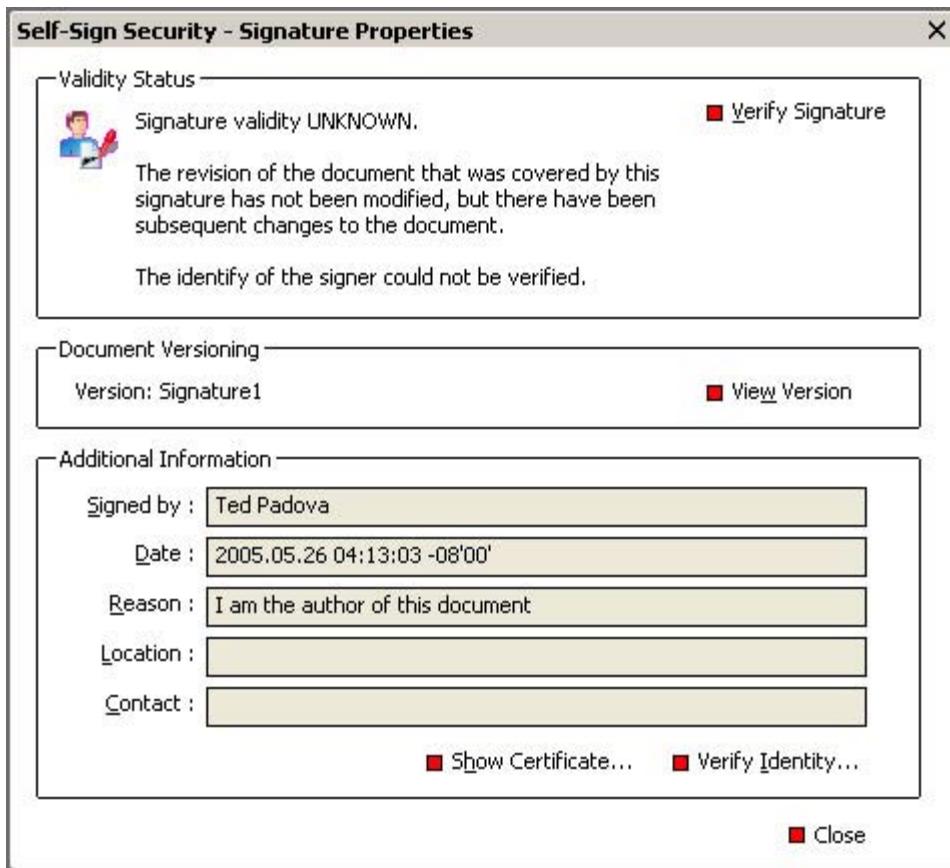
- Select the Show/Hide Document Panel  toolbar button, followed by the Signatures panel  button.

2. Examine the verification status. If you open the Signatures panel, the status is reported as Validity Unknown or Valid. If you left-click a signature, the Self-Sign security - Validation Status window opens. The window reports the status as Unknown or Valid.



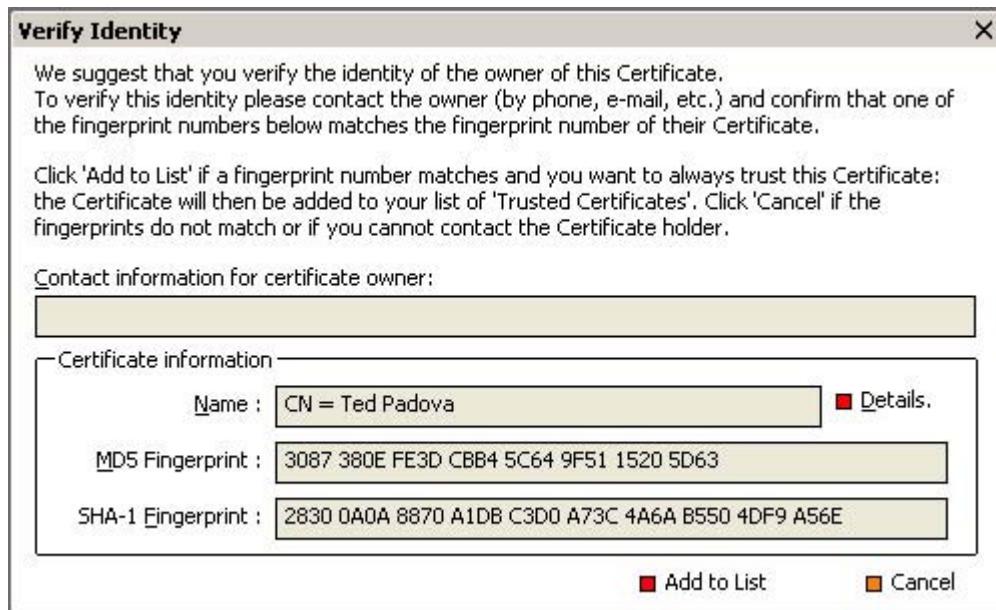
Left-click a signature and a window opens informing you of the signature status.

3. Examine the signature properties. If you left-click a signature field, click Properties in the Self-Sign security - Validation Status window. You can view information about the signature.



Click Properties and the Self-Sign Security - Signature Properties window opens.

4. If a signature is not valid and you know that the signature is authentic, click Verify Identity in the Self-Sign Security - Signature Properties window.
5. In the Verify Identity window, click Add to List. When you click Add to List you are telling Nitro you trust the signature from this signer. All subsequent files signed by the same person will be reported as Valid.



Click Add to List to add the signature to your list of Trusted Certificates.

## Getting familiar with security

A major benefit of PDF over other document formats is its capacity for controlling access to content and the way it can be modified by users. As there are many levels of security that can be applied to a document, the document author needs to decide which measures are appropriate to the document being created. The intended use of the document is the key factor here.

## Understanding encryption levels

While 128-bit keys are more secure, 40-bit encryption has been included for use with older PDF versions.

### Usage options for 40-bit encryption

- Printing.
- None. Prohibits all printing.

- High resolution. Allows full printing privileges.
- Changes allowed:
  - None. Prohibits all changes to the document.
  - Commenting, form filling and signing. Prohibits changes to the document, but allows for the addition of comments, form data, and digital signatures.
  - Page layout, form filling and signing. Allows the insertion, deletion and rotation of pages in addition to the addition of form data, and digital signatures.
  - Any except extracting pages. Allows all changes except for the extraction of pages.
  - Enable copying of text, images and other content, and access for the visually impaired.
  - Off. Prohibits readers selecting text or graphical objects, which would allow copying and pasting of content. In addition, it stops the textual content from being accessed by screen-reading software for the visually impaired.
  - On. Enables text and graphics selection, allowing for the extraction of this content. Also allows access text to be accessed by screen-reading software for the visually impaired.

## Usage options for 128-bit encryption

- Printing:

- None. Prohibits all printing.
- Low resolution. Allows printing, but only at a low resolution.
- High resolution. Allows full printing privileges.
- Changes allowed
  - None. Prohibits all changes to the document.
  - Inserting, deleting and rotating pages. Allows the insertion, deletion, and rotation of pages.
  - Form filling and digital signatures only. Prohibits changes to the document, but allows the addition to the addition of form data, and digital signatures.
  - Commenting, form filling, and digital signatures. Allows for the addition of comments, form data, and digital signatures.
  - Any except extracting pages. Allows all changes except for the extraction of pages.
- Enable copying of text, images, and other content
  - Off. Prohibits readers selecting text or graphical objects, which would allow copying and pasting of content.
  - On. Enables text and graphics selection, allowing for the extraction of this content.
- Enable text access for screen readers for the visually impaired

- Enabled (cannot be disabled). Allows text to be accessed by screen-reading software for the visually impaired.

## Viewing the security settings

Security that has already been applied to a PDF document can be viewed in the Properties panel.

**To view security settings in the Properties panel:**

- Select Document > Properties > Document Security.

## Adding security to PDF files

When you need to protect access to or usage of your documents, it's time to utilize PDF security. PDF security is set on the document level, meaning that it applies to the entire document.

The stated purpose of security is to protect the document from unauthorized access or editing. The key word here is unauthorized — the document content is valuable enough to control access to it, but authorized people need to be able to read it when required. Nitro offers two options to handle this scenario:

1. Based around passwords, where authorized users enter a password each time they need to view or modify the document. Access is controlled by restricting access to the appropriate passwords.
2. A more automated form, based around certificates. Certificates serve as independent verification of the identity of the user. In order to use this method, you must have access to a valid digital ID. Whereas password security allows access to people with the appropriate password, certificate-based security only gives access to those with a pre-approved digital ID.

## Using password security

Nitro lets you set security options on your PDF document. There are a number of options for document-level security. To access security options open the security settings in the Properties panel.

### To view security settings in the Properties panel:

- Select Document > Properties > Document Security.



Open the Properties panel to view security options.

Now that they are visible, you will be able to see a series of checkboxes relating to different security functionality. Although you won't be able to click on them, the status properties give you a quick summary of the security currently applied to the document. When you apply security to a document, Nitro provides you some options when securing files.

### To add password security:

1. In the Document Security section of the Properties panel, set the security method as Password Security.

2. Select the **Require a Password Open Document** checkbox, and then enter a password if you would like to control access to the document.
3. Select the **Require a Password to Change Permissions and Password** checkbox and then choose a password if you would like to control the usage rights of the document (details on the various options are included below).



Open the Properties panel and select Password Security to open the Document Security window.

## Usage options for password security

The usage options available when applying either password security or certificate security include:

- **Printing:**
  - **None.** Prohibits all printing.
  - **Low resolution.** Allows printing, but only at a low resolution.

- High resolution. Allows full printing privileges.
- Changes allowed:
  - None. Prohibits all changes to the document.
  - Only document assembly. Allows the insertion, deletion, and rotation of pages.
  - Only form field fill-in or signing. Prohibits changes to the document, but allows the addition to the addition of form data, and digital signatures.
  - Comment authoring form field fill-in or signing. Allows for the addition of comments, form data, and digital signatures.
  - General editing, commenting and form field authoring. Allows full editing comments, form field creation, and fill-in.
- Enable copying of text, images, and other content:
  - Off. Prohibits readers selecting text or graphical objects, which would allow copying and pasting of content.
  - On. Enables text and graphics selection, allowing for the extraction of this content.
- Enable text access for screen readers for the visually impaired:
  - Enabled (cannot be disabled). Allows text to be accessed by screen-reading software for the visually impaired.

## Securing PDFs with file attachments

Another great advantage for using security is when you want to password protect access to any file on your computer. You can use a PDF document as a wrapper and secure the file against unauthorized opening. Any file attachments included in the PDF document are protected since a user needs to first open a PDF before extracting a file attachment.

### To secure PDFs with file attachments:

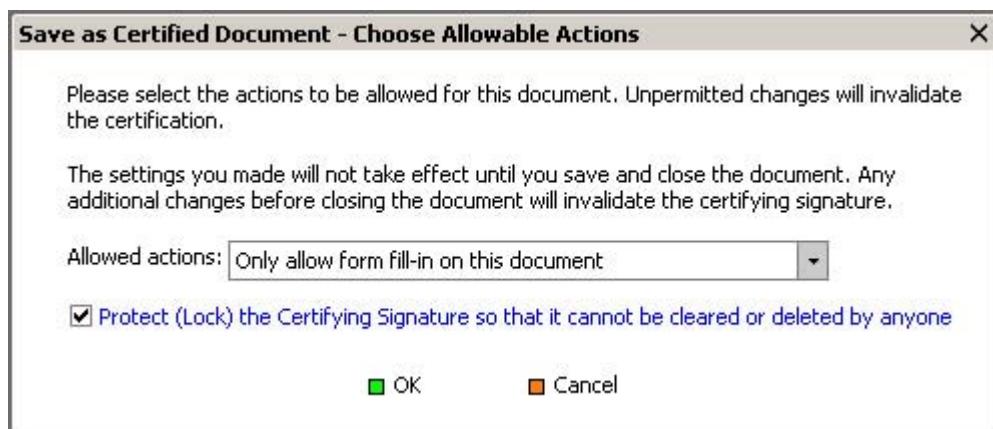
1. Select File > Create PDF > Blank PDF. Unless you have a PDF you want to use to attach files, just create a new blank document.
2. Select Document > File Attachments. Click the Import button and add files to attach to the blank document.
3. Optionally, add a Text Box comment. If you want to add some text describing the attached document, use the Text Box tool in the Commenting toolbar and add some text to the blank page. You can add any file to the PDF as an attachment such as Microsoft Office files, accounting program files, legal briefs, architectural drawings, etc.
4. Select Document > Properties > Document Security to open the Security panel.
5. Select Password Security and check the box for Require a Password. Supply a password and click OK.
6. Save the file.
7. Click the Email  toolbar button to attach the PDF to an email message. Supply the recipient address, a subject and message and click the send button. Anyone receiving the file needs to know the password to open the PDF and view the attachment(s).

## Certifying documents

If you are the author or internal reviewer of a document, you can certify a document by applying a certifying signature. Certifying a document uses your digital ID and security settings to encrypt a file.

### To certify a PDF document:

1. Do one of the following:
  - Select the Digital Signatures  tool.
  - Select Document > Digital Signatures > Sign Document.
2. Drag open a rectangle on the page to place a digital signature.
3. Select the Certify Document option.



Choose an allowable action and click OK.

4. In the Save as Certified Document window select an allowable action from the drop down menu, and then click OK. If you want the signature protected so it cannot be cleared, check the box for Protect (Lock) the Certifying Signature so that it cannot be cleared or deleted by anyone.

5. Select PDF Self-Sign Security and click OK.
6. Click OK again and in the Self-Sign Security window enter your password. Select an appearance (optional) and click Save or Save As.

## Using certificate security

Certificate security provides you, among other things, options for securing a single PDF document with multiple permissions for multiple users. In order to use certificate security, you need to become familiar with certificates, how to manage them, and how to use them.

## Understanding certificates

When you create a digital ID, Nitro creates a profile for you. Your personal digital ID profile is something you own and you don't share with other users. When you sign a document, or you encrypt a document, you use your profile and the attributes assigned to the profile such as your password.

From your password profile you can export a certificate. The certificate you export is a public certificate and intended to be shared with other users. You can email your certificate to users, host it on a web site for anyone to download, or share it across a network server. Providing your certificate to other users does not compromise your security.

In addition to sharing your certificate, you can ask others to share their certificates with you. Once you have certificates from other users you can encrypt PDF documents using another user's certificate. That user would then open the file you secure using their certificate with the password the user added when creating a digital ID.

The value in securing files with certificate security is huge. For example, imagine you host a PDF form on your web site, and 50 users need to download the form, fill it out with sensitive data meant only for your eyes, and return the file to you. If all 50 users secure their individual copies of the document with Password Security, you need 50 passwords to open the document. Furthermore, imagine you host your public certificate on your web site along with the PDF form.

Each user encrypts the PDF document using your public certificate. When all the forms are returned to you, you need only your password you used when you created your digital ID to open all 50 documents. Clearly, there is much benefit to using certificate security for these kinds of tasks.

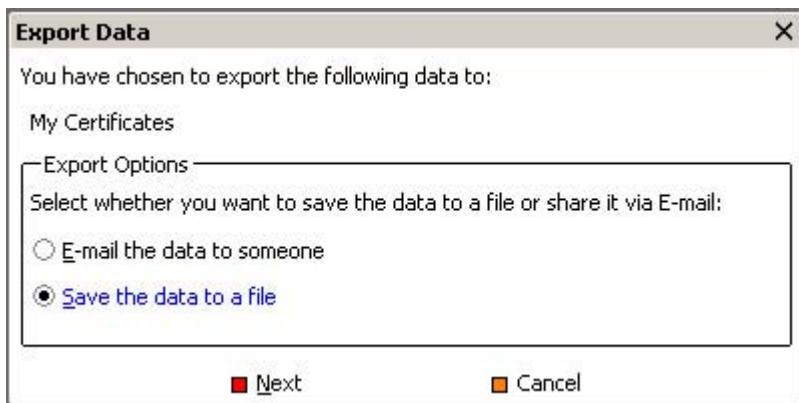
## Exporting a public certificate

To exchange your certificate with other users you need to export the certificate from your digital ID profile.

### To export a certificate:

1. Select Document > Self Sign Security > My Digital ID.
2. In the manage My Digital IDs window, select your certificate and click Export.
3. In the Export Date window, choose one of the following:
  - Email the data to someone. If you want to export the certificate and email the file to a recipient, select this option.
  - Save the data to a file. If you want to create a public certificate file that you can later email or host on your web site, select this option.

4. Click Next, and then either email the certificate or save it to your computer.



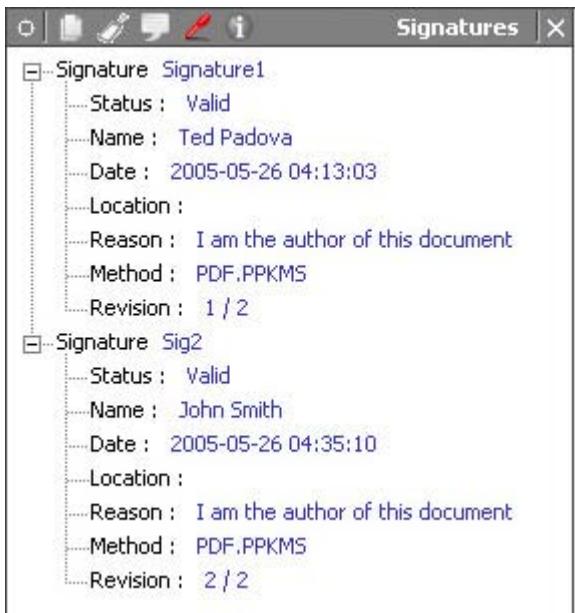
Choose an option and click Next to either email the certificate or save it.

## Managing identities

The Trusted Identities feature in Nitro is like an address book where you can easily manage certificates from trusted users. When you acquire certificates from other users you can add them to your Trusted Identities list and have them easily accessible when you want to encrypt files using certificates.

### To add certificates to your Trusted Identities list:

1. Select Document > Self-Sign Security > Trusted Identities to open the Manage Trusted Identities window.
2. In the Manage Trusted Identities window, click Add Contacts.
3. Find the certificate on your computer and click Open to add it.



Click Add Contacts to add certificates to your Trusted Identities list.

## Using certificate security

Once you create a digital ID you're ready to use certificate security. You can encrypt files using your certificate or you can encrypt files using certificates you acquire from other users

### Encrypting files using your certificate

#### To add certificate security:

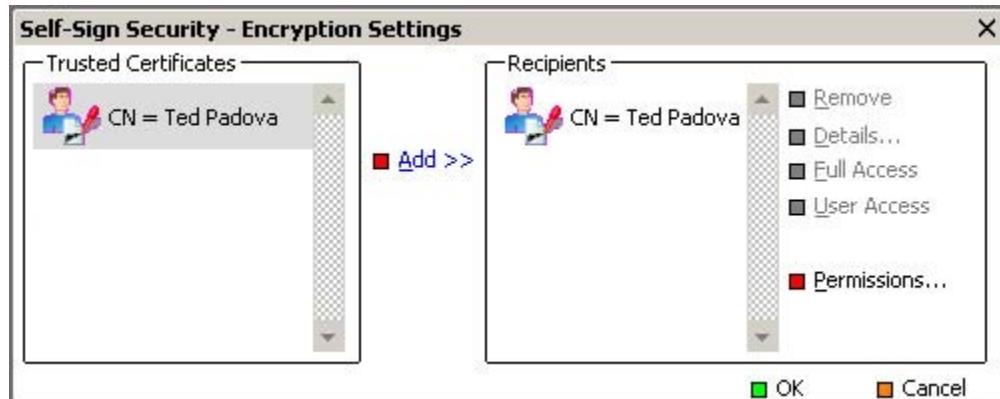
1. In the Document Security section of the Properties panel, choose PDF Self-Sign Security as the security method.
2. Choose either of the following options:



Chose the security method.

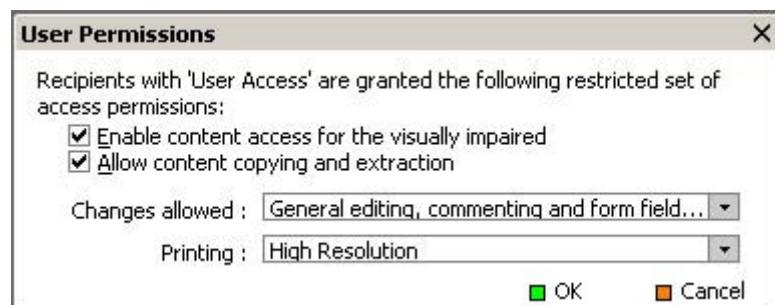
- Windows Certificate Security. This kind of security does not require you to enter a password, as your digital ID will be protected by your Windows login. After selecting OK, you will be able to choose your digital ID.
- Default Certificate Security. This will require you to select a digital ID file (.PFX). You can either select an existing digital ID file or create a new one on the spot. If selecting an existing digital ID, you will need to enter the user password for that digital ID. On the next screen, choose the digital ID from the list.

3. Select your digital ID in the Document Security - Digital ID Selection window and click OK.
4. In the Self-Sign Security - Encryption Settings window your ID should appear in the list of Recipients. Click OK.



Click OK to move to the options choices in the Users Permissions.

5. Select permissions options from the checkboxes and drop down menus, and then click OK.



Select the permissions options and click OK.

Anyone opening the file is restricted according to the permissions you applied in the permissions options settings.

## Encrypting files using certificates in your Trusted Identities

When you encrypt files using two or more public certificates from other users, you can set permissions options unique for each user.

### To encrypt files using other users' public certificates:

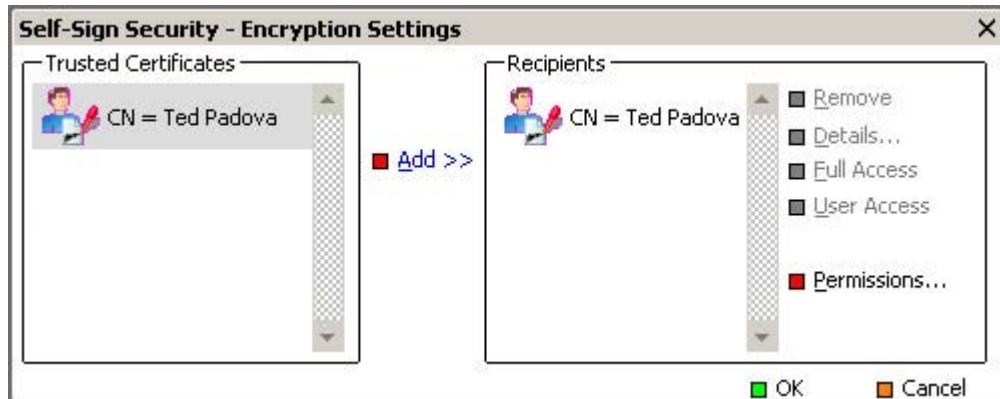
1. In the Document Security section of the Properties panel, choose PDF Self-Sign Security as the security method.

2. Choose either of the following options:

- **Windows Certificate Security.** This does not require you to enter a password, as your digital ID will be protected by your Windows login. After selecting OK, you will be able to choose your digital ID.
- **Default Certificate Security.** This requires you to select a digital ID file (.PFX). You can either select an existing digital ID file or create a new one on the spot. If selecting an existing digital ID, you will need to enter the user password for that digital ID.

3. Select your digital ID in the Document Security - Digital ID Selection window, and then click OK.

4. In the Self-Sign Security - Encryption Settings window click on a user in the left column and click the Add button to move the certificate to the right column. Repeat the steps for all users you want to add.



Click a user's certificate in the left column and click Add to move it to the right column.

5. Select permissions options for each user. Click a user's certificate and click Permissions. Set a user's permissions and then select another user. You can set different permissions for each user.



# PDF Forms

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[Using the form tools](#)

[Managing Fields](#)

[Importing and Exporting form data](#)

[Resetting forms](#)

[Submitting forms](#)

[Showing/Hiding fields](#)

[Calculating field data](#)

[Setting calculation orders](#)

## Forms basics

Forms are among one of the most common uses of PDF documents. Using form tools and JavaScript you can create dynamic, interactive documents, and create alternatives for writing complex HTML code when hosting forms on web sites. There are seven form tools in Nitro used for creating PDF forms. Each tool offers a number of different settings to control form behavior and appearance.

The form tools are accessible in a drop down menu adjacent to the **Button**  tool. The types of fields you can create using these tools include:

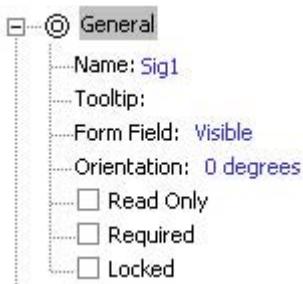
- **Button** . Buttons are used for hyperlinking and invoking actions. You might create a button to clear data in a form, or to submit form data to a web address or email account.
- **Check Box** . The attributes for Check Box and Radio Buttons are almost identical. Check Boxes are used for checking a number of different options such as a grocery list where the user checks all the items to be purchased at the grocery store.
- **Radio Button** . Radio Buttons can be used like Check Boxes, but the intent for this field type is for either/or conditions. For example, you might use radio buttons to identify a credit card type where only one response is acceptable. As one button is marked, the remaining buttons assigned for a response to the same question are turned off. All the behavior and conditions assigned to check boxes and radio buttons are identical. The distinction between the two form field types is the appearance. Check boxes are square and radio buttons are round shapes.
- **Combo Box** . Combo Boxes and List Boxes are used when you want to create menus and offer respondent's options for selecting choices from a list. The Combo Box uses a down

pointing arrow to open the list much like you see arrows appearing adjacent to tools in the Nitro toolbar.

- **List Box**  . List Boxes are scrollable lists. With Combo Boxes you are limited to assigning a single response from menu options. List Boxes enable you to assign multiple responses to the menu items.
- **Text Field**  . Text fields are used for respondents to type text in the field box. Text can be either alpha or numeric values.
- **Signature Tool**  . Signature fields are used for applying a digital signature.

Among the common attributes with form tools you find:

- **General.** To create a field you select one of the seven form tools and drag open a rectangle marquee to define the field size. When you release the mouse button the field icon appears as a rectangle for all field types with the exception of the radio button field appearing as a circle.



General options are the same for all field types.

- As fields are created the Form Properties dialog box opens. In the Form Properties dialog box you have options for setting field attributes within several different categories. The first category is the General options. These include:



Inasmuch as Nitro automatically names fields, your first

settings change, when creating any field type, is to edit the name. Most often, each field requires a unique name. Enter a name in the Name field by clicking on Name to open the text box and use parent child names (field.1, field.2, field.3,etc.). When it comes to editing names, or performing calculations, you have a much easier time when editing or calculating the parent names in a group.

- **Name.** As each field is created, Nitro automatically names the field according to field type and order. For example, if you have two text fields on a page and create a third text field, then Nitro defaults the name to Text3 (Text for the field type and 3 for the next field of the same type.) Drawing your first button field results in Button1 for the field name.
- **Tooltip.** Type text in the Tooltip text box and a tooltip appears below the cursor when a user places the mouse cursor above the field.
- **Visibility.** In most cases, a form field will be visible. You have three additional options, Hidden, Visible but does not print, and Hidden but printable.
- **Orientation.** You can choose rotation angles in 90-degree increments.
- **Read Only.** A Read Only field is not editable. Checking the Read Only check box prevents a user from editing the field data.
- **Required.** Check the box when a field is required for completion before submitting form data.
- **Locked.** This checkbox locks a field in place on the document page and prevents changes to the attribute settings. If you need to change attributes, first uncheck the checkbox that is locked.
- **Appearance.** The object you create for each form field (rectangles for all fields except radio buttons) can be assigned appearances. These include:

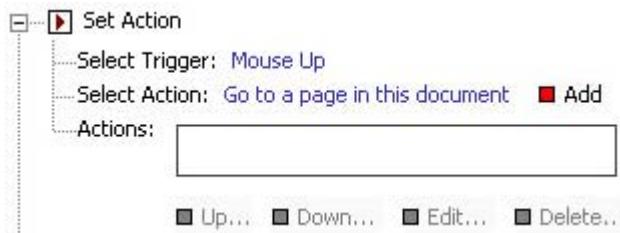


Appearance properties provide options for how the field object is displayed.

- **Border Color.** The rectangle (or circle) border can be assigned no color or a color from the pop-up color palette. Click the Custom Color option and you can assign any color supported by Windows.
- **Line Width.** From a pop-up menu select Thin, Medium, or Thick to change the rectangle (or circle) border stroke weight.
- **Line Style.** From the pop-up menu select Solid, Dashed, Beveled, Inset, or Underlined.
- **Fill Color.** The contents of the rectangle (or circle) can be filled with a color using the same color palette options as you have when adding color to line widths.
- **Font Name.** The typeface you assign to a field appears only when text is added to a field, like when a user types text in a text field. Text changes do not affect tooltips or text appearing in the Form Properties dialog box.
- **Font Size.** All fields except signature fields accept font size changes. The default size is Auto. When you create a field box, Nitro sizes the text to fit the vertical size automatically. From a drop down menu you can select fixed-point sizes or enter a value in the Font Size text box.
- **Font Color.** The same color options you have for appearances

can be applied to fonts.

- **Set Action.** You can assign the same action types as you have available with bookmarks and links. Actions attributes offer you two primary options — the trigger and the action type. In the Actions category you have:



Actions settings are the same as when assigning actions to bookmarks and links.

- **Select Trigger.** The Trigger is the mouse action. An action is performed on a mouse behavior from the following options:

**Mouse Up.** This is the default trigger. When the mousebutton is released, the assigned action is performed.

**Mouse Down.** When the mouse button is depressed, the assigned action is performed.

**Mouse Enter.** When the cursor enters a field, the assigned action is performed.

**Mouse Exit.** When the cursor exits a field, the assigned action is performed.

**On Focus.** When a user tabs into the field, the assigned action is performed.

**On Blur.** When a user tabs out of the field, the assigned action is

performed.

- **Select Action.** All the same action types you have available with bookmarks and links are available with form fields. Click the Select Action option and choose an action type from the drop down menu.
- **Actions.** The Actions box expands as actions are identified to accommodate a description of the assigned action(s). Use this box to view at a glance actions assigned to form fields. The box itself is not editable, but you can double-click on items to change the action. For example, when you use the Open a web link action, double clicking on the web link reported in the Actions box opens the Open a web link dialog box where a URL is typed. You can edit the URL and the change is reflected back in the box. Below the Actions box are buttons that offer you options for moving actions up or down in the box.

An Edit button opens the dialog box where an action is assigned, and the Delete button is used to delete a selected action in the box.

- **Unique attributes.** Because the form fields differ greatly in their design and intent, you have unique attribute assignments you can add to any given field type. For example, when creating text fields, you have options for data formatting, validation, and calculations. When using button fields, you have more options for adding appearances where icon images can be used as button faces. When using combo and list boxes you have options for adding menu names.



You can add several actions to a form field and the actions are performed in the order as they appear listed in the Actions box.

## Using the form tools

There are seven different form tools. Each tool is used to create the respective field type. To create a field, first select the tool for the kind of field to be created, and then drag the mouse on the page where you want to position the field. After creating a field, you can move

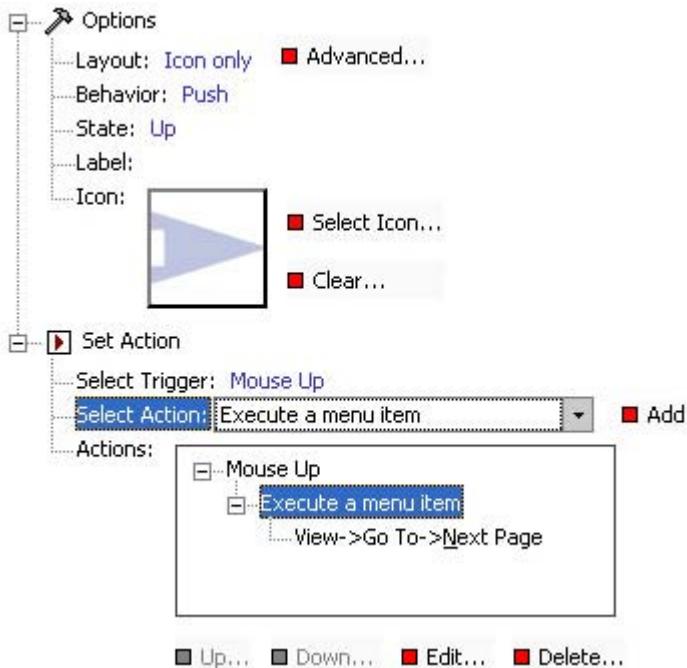
the field by selecting the respective tool and dragging it around the page. You can size a field box by dragging any one of the corner handles in or out. If you need to change field attributes, click on a field with any form tool and the Form Properties palette will open in the Organizer.

## Creating button fields

Of all the field types, button fields have the broadest use. You can add buttons on PDF forms to perform a variety of actions associated with filling out a form or you can use buttons on PDF documents not intended for form use. Buttons can be used for items in any PDF such as navigational tools in a PDF design, hyperlinks for a variety of different actions, and just about any other condition that sparks your imagination.

### To create a button field:

1. Select the Button  tool from the Nitro toolbar.
2. Drag open a rectangle where you want the button to appear.
3. Name the field and assign appearance settings.
4. Set the options. If you want to use an icon appearance or have text appear inside the button, make choices in the Options category.
5. Select the trigger. By default the Mouse Up behavior is assigned. In most cases you'll want to leave the trigger action as the default.
6. Assign an action. Open the Select Action drop down menu and choose an action to assign to the button.



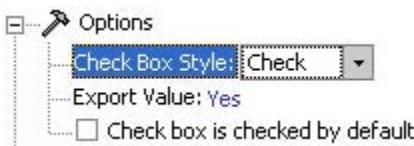
The options category is used when you want to add an icon, text or both to a button.

## Creating check box fields

In almost all cases you should use unique field names when creating form fields. If you use the same name for a field, like a text field, data typed in the field box is replicated for all fields with the same name. The exception to the rule is when creating check box and radio button fields. If you want one check box or radio button in a group to be unchecked as another check box or radio button is checked, you use the same field name. Both these field types have an option for adding an export value. When you create fields with the same name, you use different export values to distinguish one choice from another.

### To create a check box field:

1. Select the Check Box tool  from the Nitro toolbar.
2. Drag open a rectangle where you want the check box to appear.
3. Name the field and assign appearance settings
4. Select Options. Choose a style for the check box appearance from the Check Box Style drop down menu. Click in Export Value field and add a value. If you have two fields that you want to use as Yes and No responses, use the same name for the two fields and add an export value of Yes in one field and No in the other field.



If creating two or more checkbox fields where you want only a single response, name the fields with the same name and add a different export value for each field.

## Creating radio button fields

Radio buttons can be assigned the same attributes as check box fields. You use radio buttons more often for either/or responses. When you create check boxes you can uncheck a checkbox by clicking on it. The only way to uncheck a radio button is to clear a form or check another button that turns off companion radio button checkmarks.

### To create a radio button field:

1. Select the Radio Button  tool from the Nitro toolbar.
2. Drag open a rectangle where you want the radio button to appear.

3. Name the field and assign appearance settings
4. Select Options. Choose a style for the radio button appearance from the Radio Button Style drop down menu. Click the Export Value field and add a value. If you have two fields that you want to use as Yes and No responses, name the fields with the same name and leave. The same name and values are selected in unison checkbox unchecked. If you want all radio buttons checked when one button is selected, check the box for The same name and values are selected in unison.



Assign attributes for checking individual boxes or all boxes in unison.

## Creating combo box fields

Combo Boxes provide users a drop down menu. Only a single response can be selected from the menu. You add menu topics for combo boxes in the Options category in the Form Properties.

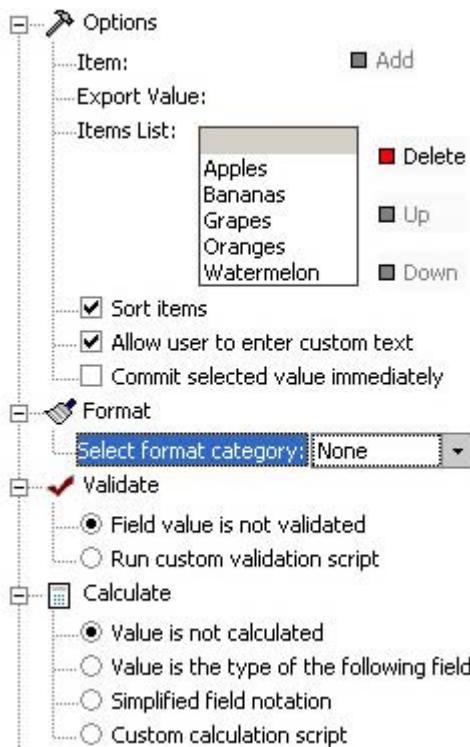
### To create a combo box field:

1. Select the Combo Box  tool from the Nitro toolbar.
2. Drag open a rectangle where you want the Combo Box to appear.
3. Name the field and assign appearance settings

4. Select Options. Click in the Item field and enter a name in the text box. Click the Add button to add the text to the Items list. Type an export value in the Export Value text box. Continue adding items following the same steps.
5. Click the Sort Items check box if you want the list sorted in alphabetical order. Select items in the list and click the Down/Up buttons to rearrange the items in the list manually. Select an item and click Delete to remove it from the list.
6. If you want a user to type an item instead of choosing from the list, click the Allow user to enter custom text check box.
7. Format. If you want a format other than text, such as a date or custom format, chose an option from the Select format category drop down menu.
8. Validation. If you want the field data to be validated, you need to know JavaScript. Check Run custom validation script and type the JavaScript code to validate the field data.
9. Calculate. If the field is to be calculated, check an option for calculating data.



To set the default selection for the combo box appearance, click the item in the list you want to be shown in the menu before leaving the Form Properties. If you want an empty field to appear as the default list selection, add a space or dashed line in the Item text box and select it before leaving the Form Properties.



Assign attributes for Options, Format, Validate, and Calculate when they apply.

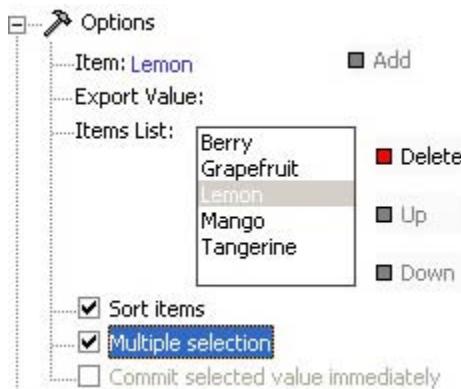
## Creating list box fields

List Boxes provide users scrollable menus. You can define attributes for list boxes to accept only a single response or multiple responses. Adding items to the menu list are performed similarly to defining responses in combo boxes.

### To create a list box field:

1. Select the List Box  tool from the Nitro toolbar.
2. Drag open a rectangle where you want the List Box to appear.

3. Name the field and assign appearance settings.
4. Select Options. Click Item and type a name in the text box. Click the Add item to add the text to the Items List. Type an export value in the Export Value text box. Continue adding items following the same steps.
5. Click Sort items if you want the list sorted in alphabetical order. Select items in the list and click the Down/Up buttons to rearrange the items in the list manually. Select an item and click Delete to remove it from the list.
6. If you want a user to select multiple items for the response, check Multiple Selection.



If you want multiple responses permitted, check Multiple Selection.

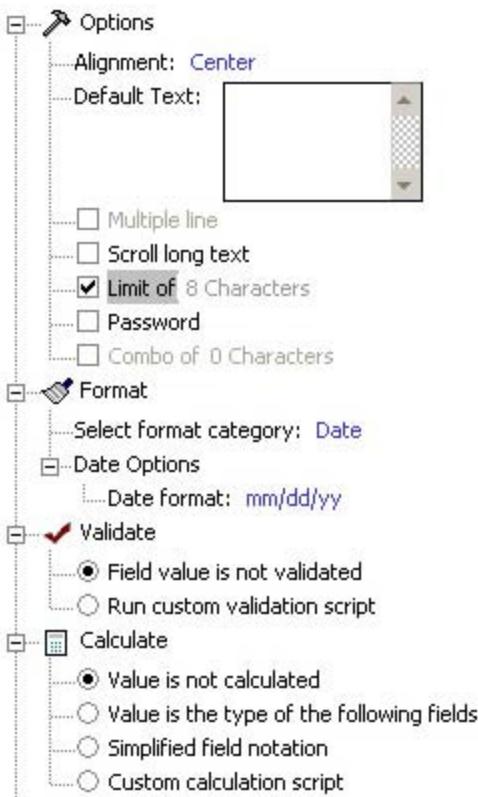
## Creating text fields

The most common field type on PDF forms is the text field. Text fields permit respondents to add alpha text and/or numeric values. You can format text fields in a number of different ways to insure fields are completed properly. You can add custom format scripts, validate data, assign actions, and perform calculations on text fields.

## To create a text field:

1. Select the Text Field  tool from the Nitro toolbar.
2. Drag open a rectangle where you want the Text field to appear.
3. Name the field and assign appearance settings
4. Select Options. Click Alignment and select from drop down menu items text alignment for left, center, or right.
5. Add text in the Default Text box if you want text to appear as a default for the field. Something like a zip code or country might be used where most of your respondents are likely to come from the area you add for the default text.
6. Check Multiple Line if you want the text to appear on multiple lines and check Scroll long text to have the text scroll in a box.
7. Click Limit of characters and enter the number of characters you want to limit a response to. Something like a zip code would work here.
8. Check Password to password secure a field.
9. Check Combo of Characters to create a comb field. Comb fields are designed for characters to be added in individual boxes. The number of boxes are defined in the text box that appears after you check the Combo of Characters box.
10. Format. If you want a format other than text, such as a date or custom format, then choose an option from the Select format category drop down menu.
11. Validation. If you want the field data to be validated, you need to know JavaScript. Check Run custom validation script and type the JavaScript code to validate the field data.

12. Calculate. If the field is to be calculated, check an option for calculating data.



Assign attributes for Options, Format, Validate, and Calculate when they apply.

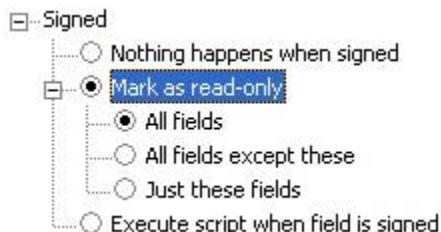
## Creating signature fields

Signature fields are designed for users to electronically sign a document with a digital signature. You provide the field and the user clicks to apply a digital ID.

### To create a signature field:

1. Select the Signature Tool  tool from the Nitro toolbar.

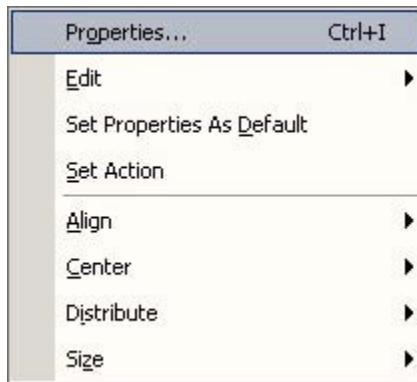
2. Drag open a rectangle where you want the digital signature to appear.
3. Name the field and assign appearance settings.
4. Select Signed. Click Mark as read-only to lock field data when a form is signed. You have choices for locking all fields or selected fields. Another option is to write a custom JavaScript that is performed when a user signs the document.



Click Signed to select options performed when a user signs a document.

## Managing fields

Several context menu commands are available when adding fields to a page that help you construct, align, size, and control field properties in Nitro. You can select a single field, or multiple fields of different types, using any of the form tools, and open a context menu. When you select multiple fields, one field is highlighted in red and the other fields are highlighted in Blue. The red highlighted field is the target field and all other fields assume the same properties when applying settings to a group of fields (for example, resizing the field sizes of all selected fields to the size of the target field). From the menu options, you can make choices for assisting you in adding fields on a PDF form.



Open a context menu on one or more selected fields to view menu options for managing those fields

### To use the context menu options:

1. Select a group of fields by first clicking one field, and then press Shift or Control and click additional fields.
2. Right-click to open a context menu and do any of the following:
  - **Properties.** Select Properties to open the From Properties. When multiple fields are selected you can edit common attributes such as General settings, Appearance settings, and Action settings.
  - **Edit.** Select Edit to open a sub menu where you can:
    - Cut.** Cuts the field.
    - Copy.** Copies the field and makes it available for pasting.
    - Paste.** After one or more fields have been cut or copied you can paste the fields to create duplicates.
    - Delete.** Deletes the selected fields.
  - **Set Properties As Default.** This option is only available when a

single field is selected. All the attributes assigned in the General, Appearance, Options, Format, Validate, Calculate and other settings are captured and used as a new default when creating additional fields of the same type/

- **Set Action.** Opens the Set Action settings in the Form Properties.
- **Align.** When multiple fields are selected, alignment is made to the target field highlighted in red. From a submenu you have choices for:

**Left.** Aligns the field boxes left.

**Right.** Aligns field boxes right.

**Top.** Aligns field boxes at the top

**Bottom.** Aligns field boxes at the bottom.

**Vertically.** Aligns field boxes to vertical centers.

**Horizontally.** Aligns field boxes to horizontal centers.

- **Distribute.** If you have a row or column of fields you can select all fields in the row or column and distribute them so they appear equidistant from each other. You can distribute fields:

**Vertically.** Use this option when distributing fields in column.

**Horizontally.** Use this option when distributing files in a row

- **Size.** Fields are sized to the same size as the target field highlighted in red. You can size fields according to:

**Width.** Sizes to the same width as the target field.

**Height.** Sizes to the same height as the target field.

**Both.** Sizes both width and height same as the target field.

## Importing and exporting form data

You can export data from forms and Nitro exports the data in a FDF (form data format). An exported data file is much smaller than a PDF document. You can email an FDF file to another user who can import the data in a PDF file, or you can use FDF files locally and import data into your forms. When you import data into a PDF file, the file must have the exact same name fields (including case sensitivity) as were named in the file exporting the data. Nitro ignores all field data where the field names do not match between the form exporting the data and the form importing the data.

### To export data from a PDF document:

1. Select Document > Forms > Export Forms Data.
2. Type a name for the file in the Select File to Save Form Data dialog box.
3. Click Save.

### To import data into a PDF document:

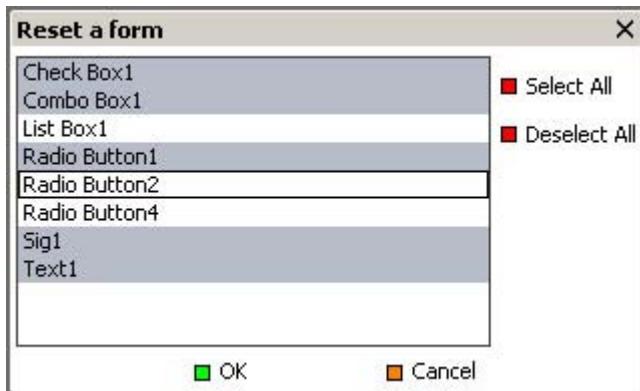
1. Select Document > Forms > Import Forms Data.
2. Select the file to import in the Select File Containing Form Data dialog box.
3. Click Open.

## Resetting form data

One of the more common buttons you create on PDF forms is a button that permits a user to clear populated fields. This is a handy button for users when they need to start over filling in a form.

### To create a reset button:

1. Select the Button tool  from the Nitro toolbar and drag open a rectangle in the location where you want to add the button.
2. Name the field *resetForm* and set General and Appearance properties.
3. Select *Layout* in the Options properties and select Label only. Click the *Label* field and enter *Reset Form*.
4. Click *Select Action* and select *Reset a form* from the drop down menu.
5. Click *Add* and do one of the following:
  - Click *Deselect All*. Press Control and click each field you want to clear, if the number of fields to clear are fewer than the total number of fields in the list.
  - Click *Select All*. Press Control and click each field you want to eliminate from clearing data, if the number of fields to clear are greater than the total number of fields you don't want to clear.
6. Click *OK*.



Press Control and click to select/deselect fields.

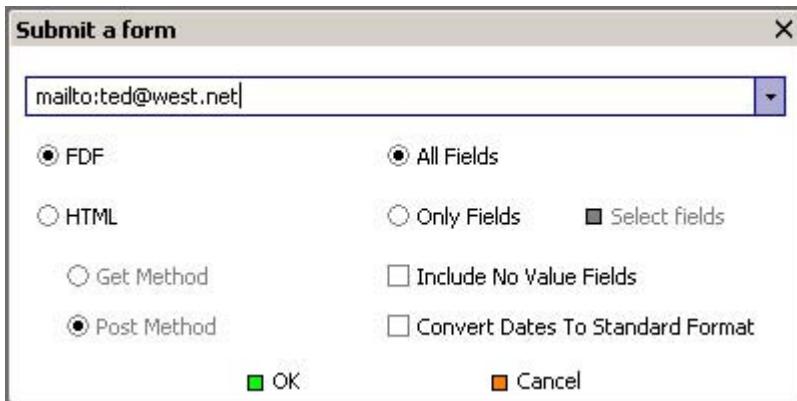
## Submitting form data

When you want to have data submitted to a URL, or an email address, you create a submit button. If you submit data to a URL, be aware that you need server-side programming to collect and route data. When emailing data you have several options for what data are contained in an email attachment.

### To create a submit button:

1. Select the Button  tool from the Nitro toolbar and drag open a rectangle in the location where you want to add the button.
2. Name the field *submitForm*, and then set General, and Appearance properties.
3. Select *Layout* in the Options properties and select *Label only*. Click the *Label* field and enter *Submit Form*.
4. Click *Select Action* and select *Submit a form* from the drop down menu.

5. Click *Add* and enter a URL or enter *mailto:* plus enter an email address in the text box.
6. Do one of the following:
  - Click *FDF* to send the data in FDF format.
  - Click *HTML* and the method to submit data in *HTML*.
7. Select the fields. Click *All Fields* or *Only Fields*, and click *Select fields* to select the fields you want to submit. Check the boxes for *Include No Value Fields* and/or *Convert Dates to Standard Format* if desired.
8. Click *OK*.



Press Control and click to select/deselect fields.

## Showing/Hiding fields

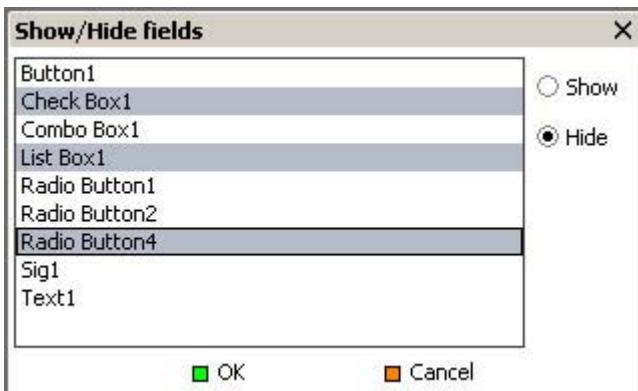
You can select fields individually and show or hide them in the General properties, or you can write JavaScripts to show and hide fields. As another option, you can create a button and set the button action to show and hide fields.

### To create a submit button:



**note** If you want to select fields to show and other fields to hide, you need to add two Show/Hide Fields actions. One action is used to show fields and the other action is used to hide fields.

1. Select the Button  tool from the Nitro toolbar and drag open a rectangle in the location where you want to add the button.
2. Name the field and set General and Appearance properties.
3. Select *Layout* in the Options properties and select *Label only*. Click the *Label* field and enter *Show/Hide Fields*.
4. Click *Select Action* and select *Show/Hide Fields* from the drop down menu.
6. Do one of the following:
  - Click Show and Control plus click each field you want to show.
  - Click Hide and Control plus click each field you want to hide.
7. Click OK.



Select either Show or Hide and press Control and click all fields to show or hide.

## Calculating field data

Nitro supports field calculations using several methods. The Nitro built-in calculation formulas are an easy means for creating simple, and quite restricted, field calculations. Using Simplified Field Notation and JavaScripts are much more sophisticated and require some programming knowledge. If your calculation needs are limited to summing or averaging data, you don't need to worry about any programming.

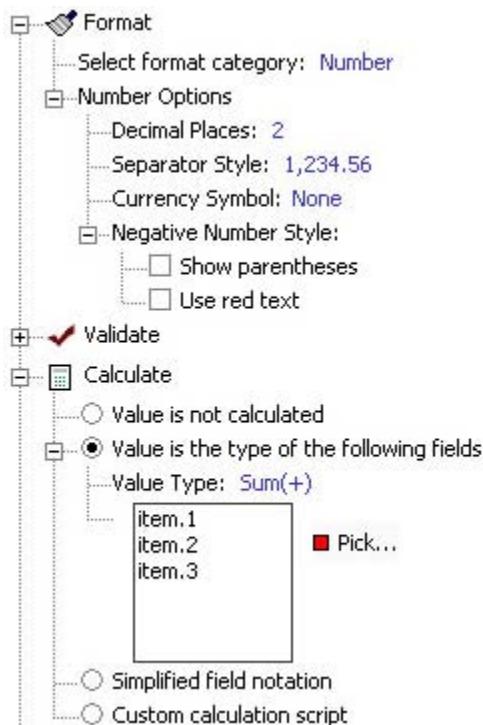
## Using built-in calculation formulas

Calculations involve, in one-way or another, the use of text fields. You can perform a calculation using any field type, but if you want the results of your calculations reported on a form, you need to have a text field that either calculates the data and places the result in the field performing the calculation, or calculate data in another field type and send the data to a text field.

### To create a calculation:

1. Select the Text Field  tool from the Nitro toolbar and drag open a rectangle in the location where you want to add the button.

2. Name the field and set General and Appearance properties.
3. Select Options and click Alignment. Select *Right* from the pull-down menu to align the values right.
4. Open the Format properties, click *Select format category*, and then select *Number* from the drop down menu.
5. Click *Decimal places* and type the number of decimal places you want to report in the calculated field.
6. Open the Calculate properties, and select *Value type* and do one of the following:
  - Click *Sum* (+) to sum a group of data.
  - Click *Product* (x) to multiply values.
  - Click *average* to average a group of field values.
  - Click *minimum* to report the minimum value among a group of fields.
  - Click *maximum* to report the maximum value among a group of fields.
7. Click the *Pick* option to open the Field Selection dialog box. Hold down the Control or Shift key and click each field you want to calculate.
8. Click OK.



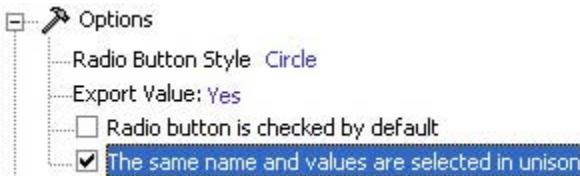
Select the format, value type, and click Pick to select the fields to calculate.

## Setting calculation orders

If you create several calculations on a form, and some calculations depend on field values determined through other calculations, you may need to adjust the order of calculations.

### To select the calculation order:

1. Select Document > Forms > Set Calculation Order.
2. Select items in the *Set Calculation Order* list and click the Up and Down buttons to reorganize the order.
3. Click OK when the order appears correct for the calculations.



Select fields in the list and click the Up and Down buttons to reorder the calculations.

# Printing PDFs

[Setting print attributes](#)

[Printing comments and form fields](#)

[Printing files as images](#)

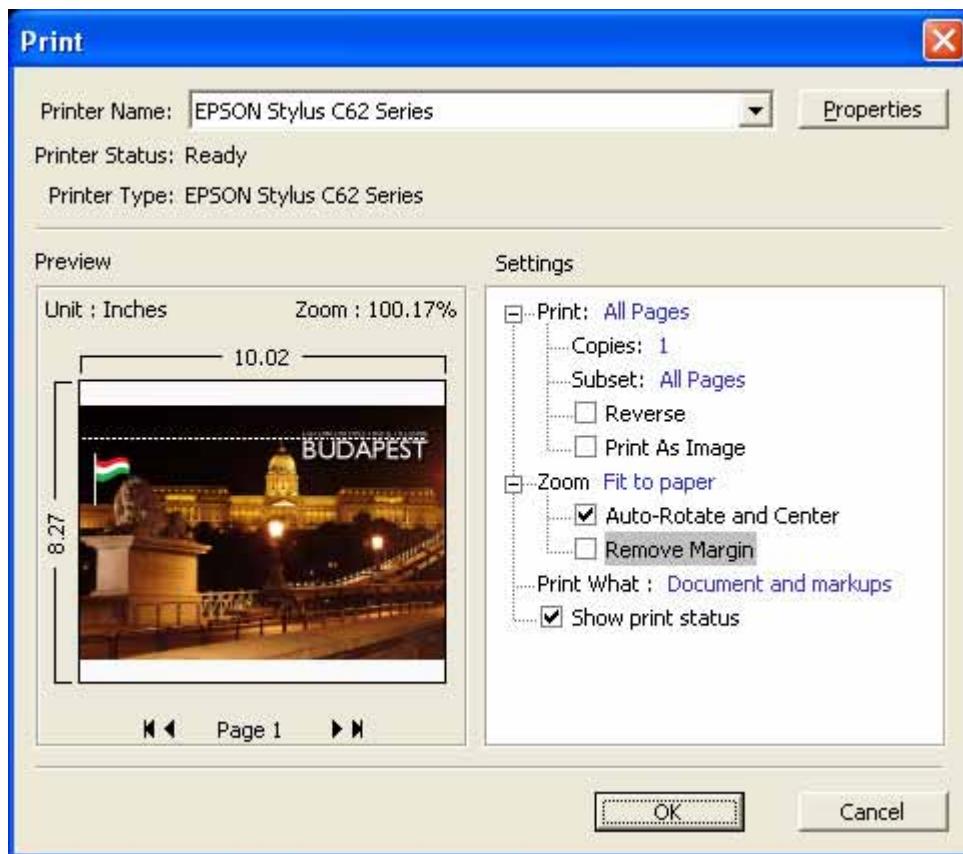
Printing PDF documents is very similar to printing a file from any program on your computer. Nitro offers you a few different options for printing documents that you won't find in most other applications. Since you can create comments, Nitro provides some options for printing comments. The same is true for printing form fields. For stubborn files not accepted by your printer, Nitro offers you yet another print option — printing files as images.

## Setting print attributes

One of the unique aspects of PDF files is that each page is an independent unit in the document and as such, each page can be a different size. You can, for example, have a US letter page, an A4 page, a tabloid page, and a 4x6 inch photo image all in the same document. Nitro offers you options for printing page ranges and printing content to fit on a selected page size.

### To set print attributes:

1. Select File > Print.
2. Select your printer from the Printer Name drop down menu.
3. Click Properties and select options for orientation, paper size, paper type (if available), color (if available), and other printer specific attributes. Click OK, and then return to the Print dialog box.
4. In the Print window, do any of the following:
  - Select the pages to print by clicking on the All Pages default item and make selections from the drop down menu for current page, current view, or a specific page range.



Select attribute choices in the Print dialog box.

- Click Subset and select from All Pages, Odd Pages, or Even Pages.
- Click Auto-Rotate and Center and observe the thumbnail preview to be certain the page is properly rotated for the orientation you have selected.
- Click Show Print Status for a progress bar to display as the file prints.

- Click the arrows in the thumbnail preview area to scroll through pages. If you have different size pages, be certain to view the preview for each page before printing. In some cases you may want to print part of the document in one orientation, then print the remaining pages in another orientation. The preview displays how the page fits on the selected paper and can save you time and expense when printing large files.

5. Click OK to print the file.

## Printing comments and form fields

If you have Text Box comments and drawing markups or form fields in your document, you can choose to print with or without these elements.

### To print comments:

1. Select File > Print.
2. Under the Print What setting, open the drop down menu and select the Document and Markups option.
3. Make attribute choices for the other settings to print the file on the proper page size, proper rotation, etc.
4. Click Print.

### To print form fields:

1. Select File > Print.
2. Under the Print What setting, open the drop down menu and select the Form Fields Only option.

3. Make attribute choices for the other settings to print the file on the proper page size, proper rotation, etc.
4. Click Print and only the form field data will be printed.

## Printing files as images

If your PDF is not printing to your printer, you may have a problem with fonts, too much memory required to handle the job, or a variety of other potential problems that can prevent the document from printing. In many cases, you can solve the problem by printing the file as an image.

When you print a PDF as an image, all text and vector objects are rasterized (converted to bitmapped images). This option is your last resort to resolving a printing problem as the text on a printed PDF page and some graphics may well appear severely degraded. However, if you finnd no other solution for overcoming a printing problem, use this method.

### To print as an image:

1. Select File > Print.
2. Select the Print as Image checkbox.
3. Make attribute choices for the other settings to print the file on the proper page size, proper rotation, etc.
4. Click Print and the PDF is printed as an image file.



# Using JavaScript

JavaScript Basics

Writing JavaScripts

Using Simplified field notation

Wrap up

## JavaScript basics

To cover a complete description of JavaScript in Nitro is well beyond the scope of this manual. In order to gain programming knowledge in JavaScript, you need to review sources you can find on the Internet, and books on JavaScript from local and online book resellers.

If you find learning by observation a method that works for you, you can find many PDF documents containing JavaScripts on the Internet. The most likely files supporting JavaScripts are PDF forms. You can download documents, open the JavaScripts in the Nitro JavaScript Console, and copy/paste routines in your own files. By examination, and trial and error, you can quickly learn some programming code.

## Finding JavaScripts

Whether you write scripts in your own documents, or browse files for scripts to examine, you first need to know where to look for JavaScripts. In Nitro you can find JavaScripts in the following locations:

- **Field scripts.** JavaScripts can be used with all field types. In all fields you can add scripts in the Set Actions properties. In signature fields you can add JavaScripts in both the Set Action properties and in the Signed properties. By far the most opportunity you have for adding scripts in field properties is with text fields. In text fields you can add scripts to:

**Format properties.** Open the Format properties and select Custom from the Select format category drop down menu. JavaScripts are added to create a Custom Format Script and Custom Keystroke Script.

**Validate.** Open the Validate properties and select Run custom validation script to add a JavaScript to validate field data.

**Calculate.** The Calculate properties are likely to be the most frequent area where JavaScripts are created. You can write scripts in two areas. Click the Simplified field notation button and you can write scripts using syntax similar to spreadsheet formulas. Click the Custom calculation script and you can write JavaScripts to calculate field data.

**Set Action.** Like the other fields, text fields support the Run JavaScript action type.

- **Bookmarks.** Open a context menu on a bookmark and select Set Action. Select Run JavaScript from the drop down menu, click Add, and the JavaScript Editor opens.
- **Links.** Open a context menu on a link and select Set Action. Select Run JavaScript from the drop down menu, click Add, and the JavaScript Editor opens.
- **JavaScript console.** You can open the JavaScript Console and write a script that doesn't belong to any field or element. Scripts written in the JavaScript Console can be used to test routines and debug code.
- **Document level JavaScripts.** A document level JavaScript can be a function that other scripts call in subroutines. These scripts are contained at the document level and can be executed by another script or when opening a file. Select Document > JavaScript > Document JavaScripts to open the JavaScripts Functions window where JavaScripts are added.
- **Document Actions.** Opening, saving and printing PDFs are all document actions. JavaScripts can be written when these actions occur. To add a Document Action, select Document > JavaScript > Set Document Actions. To write a script when a Close is requested, a Save is requested, a Save is completed, a Print is requested, or a Print is completed, double-click on the respective item to assign the JavaScript. The JavaScript panel opens where you add the code.



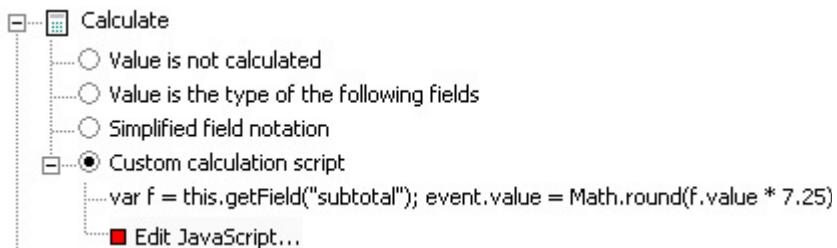
Simplified field notation is only available in the Calculate properties in text fields.

## Copying and pasting JavaScripts

JavaScripts can be copied and pasted from one field or other location in a PDF document or between two documents. If you examine PDF files for learning JavaScript programming, you can browse PDF files containing scripts, copy a script from a document you download from the Internet, and paste the code into the JavaScript Editor in your document. With a little code modification, you can quickly add scripts to your own files.

### To copy and paste a script from one file to another:

1. Open a document containing a JavaScript.
2. Open the item where the JavaScript is found. In many cases you can find scripts in a text field Calculate properties.
3. Click Edit JavaScript.

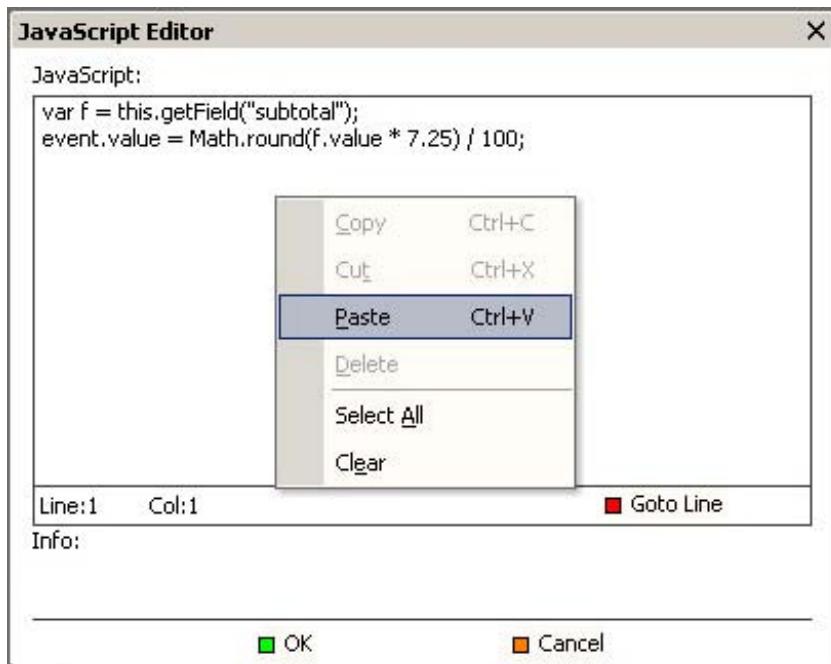


Many JavaScripts are found in text field Calculation properties Click Edit JavaScript to open the JavaScript Editor.

4. Press Control + A in the JavaScript Editor to select all the code.
5. Open a context menu and select Copy.
6. Open a file where you want to add the JavaScript.
7. Open a text field Calculate properties (or other location where you originally copied the script) in another PDF document and click Set Action. Select Run JavaScript from

the Select Action drop down menu and click Add.

8. Open a context menu in the JavaScript Editor and select Paste.
9. Click OK.



Open a context menu and select Paste to paste the copied code in the JavaScript Editor.

## Writing JavaScript

You can use JavaScript to add an almost infinite number of interactive features, create complex calculation formulas, and add more dynamic functionality to your PDFs.

## Writing document level scripts

Document level scripts are used to add functions from which other scripts can reuse routines throughout a PDF file. You can also use document level JavaScripts to invoke actions when a file opens.

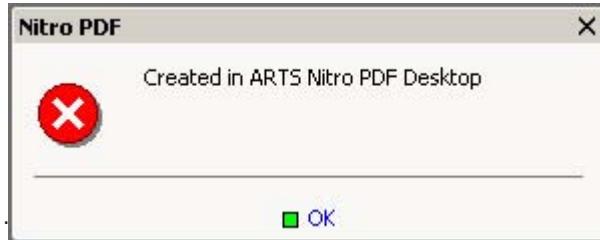
### To write a document level JavaScript:

1. Open a PDF file and select Document > JavaScript > Document JavaScripts.
2. Click Add in the JavaScript Functions window.
3. Type a name for your function when prompted in the Set Document JavaScript dialog box and click OK.
4. In the right pane, select all the default text and press Delete.
5. Click in the right pane and type a JavaScript routine. In the example below, a simple routine is created that opens an alert dialog box each time the file opens in Nitro. The code used is:

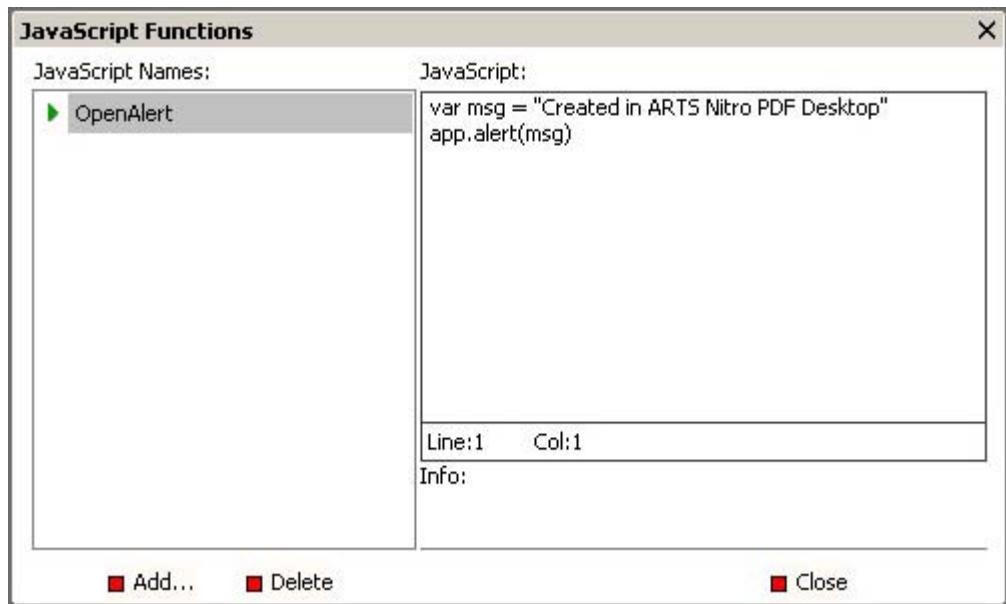
```
var msg = "Created in ARTS Nitro PDF Professional"
```

```
app.alert(msg)
```

6. Click Close. If your script was written properly, a dialog box opens displaying the message.



When you exit the JavaScript Functions window the message is displayed in a dialog box.



Type the code for the script to execute when a file opens.

## Writing calculation scripts

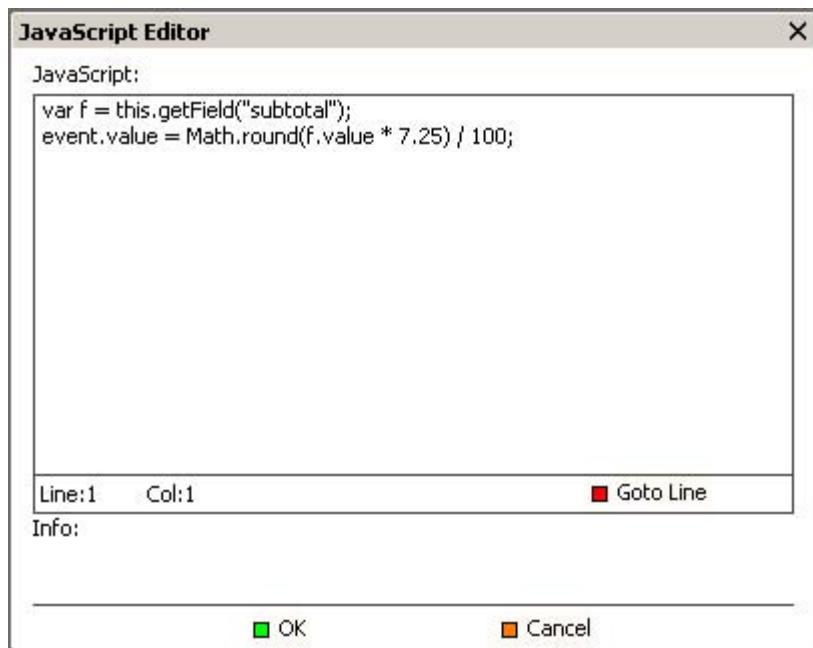
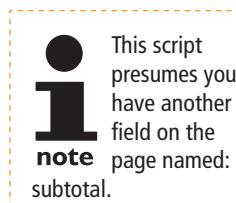
Any form you create that requires calculations is likely to require custom calculation scripts. The options you have available with preset calculation formulas are limited to simple multiplication and addition. Other kind of calculation you need requires writing a script.

### To write a calculation script:

1. Open the properties of a Text field and click Calculate.
2. Open the Set Action drop down menu and select Run JavaScript.
3. Click Add to open the JavaScript Editor.
4. Type the code for your script. In the example below, a simple routine is created to calculate sales tax at a 7.25 % rate. The code used is:

```
var f = this.getField("subtotal");  
  
event.value = Math.round(f.value *  
7.25) / 100;
```

5. Click OK.



Type the code in the JavaScript Editor.

## Using Simplified field notation

Simplified field notation is written more like formulas you add in spreadsheet applications like Microsoft Excel. Writing a notation is often an easier solution when adding calculation scripts.

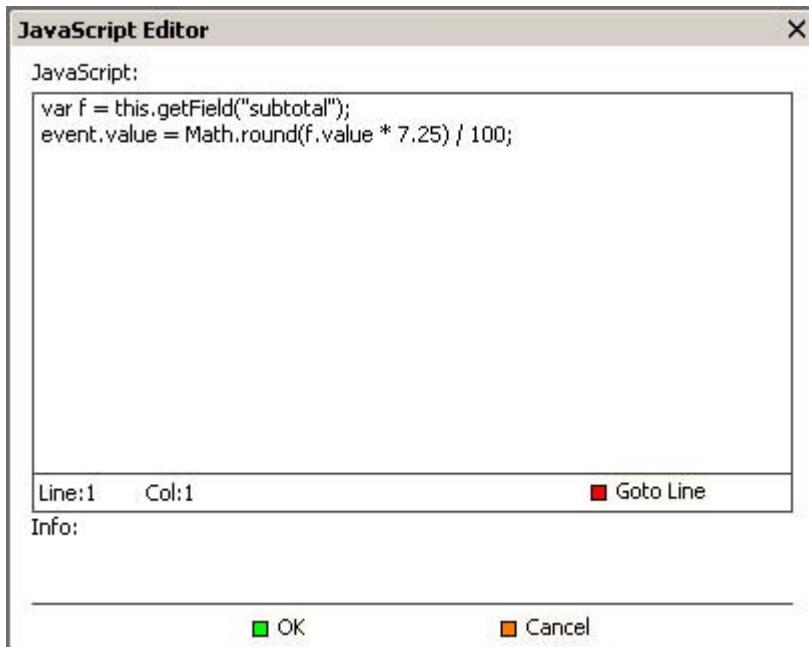
### To add a Simplified field notation:

1. Open the properties of a Text field and click Calculate
2. Click Simplified field notation.

3. Click Edit to open the JavaScript Editor.
4. Type the code for your script. In this example, the same calculation for creating sales tax is added. The code in the JavaScript Editor is written as follows:

```
subtotal * .0725;
```

5. Click OK.



**note** This script presumes you have another field on the page named: subtotal.

Simplified field notation routines are often much easier to write than JavaScript code.

## Wrap up

This section on JavaScript is a light treatment of a very powerful tool at your disposal in Nitro. For more help with using JavaScript and forms in Nitro. Visit the Nitro PDF web site.

### To get sample tips, code and tutorials:

- Visit the online support section of the Nitro PDF web site.

<http://www.nitropdf.com/support>

### To ask for help with JavaScript code for Nitro:

- Login to the Nitro PDF User Forum and post your questions in the JavaScript discussion list:

<http://www.nitropdf.com/support>

### To get more JavaScript programming help:

Search online book resellers to find authoritative books on the subject.